

Records and Registration Meeting Minutes November 12, 2007

Banner Upgrade 7.4

Amy Schwartz summarized the major changes in the Banner 7.5 upgrade; Return of the SSN search feature and a security feature that allows restricting tab access on screens. Requests to restrict access should be sent to Amy. Amy requested that the programs begin regression testing and distributed a list of screens that should be tested. Any problems uncovered should be sent to the issue log on the IT help and support page on the IRT website. Regressions testing should be completed no later than November 21st. The upgrade will be implemented beginning late on December 7 and completing on December 9.

Mandatory Health Insurance Holds

May Ko Yang summarized the progress concerning the holds process and indicated that the holds for Spring are in-place for the students that have not completed the verification of their health insurance. Students that graduate this term are not being asked to complete the process. They will be required to verify their insurance if they return. The open enrollment period for the University Insurance is through March 2. Students that do have a hold may continue to use Murphy online to clear their holds. Questions concerning the process and about insurance should be directed to Health Services.

Admissions Procedures Progress

Linda Dorn indicated that progress is being made on development of admissions procedures. We have been working on the recruitment process and we are currently working on completing the procedures for SAAADMS. When the procedures are completed, the documentation will be available as a resource for the Graduate programs.

Commencement

Linda Dorn announced that information for the upcoming commencement is due to her no later than November 21st.

New Coordinator in Graduate English

It was announced that Nicole Mass, from Continuing Education, will be starting in a new position as the Coordinator in Graduate English. She will start in her new position on November 19.

Reporting

Jim O'Connor demonstrated the use of the list generator function on Query Studio. Jim reviewed the packages he has created and the data elements contain in the packages. Jim indicated that if you have questions about the use of these features that you may call him. We will set aside some time at the next meeting to do some "hands-on" training. We will schedule the next meeting in a computer lab.

Next Meeting

Monday, December 10th, St. Paul campus – room TBD

**Respectfully submitted,
Paul Simmons**