

Records and Registration Meeting Minutes December 8, 2008

Banner 8.1 Update

Shaun Faricy and Amy Schwartz inquired as to how the regression testing for the Banner 8.1 upgrade was progressing? They also presented some of the new options available in the new release and reviewed some of the new links on Murphy on-line. It was recommended that each user review the processes they use in their normal processing to make sure Banner 8.1 is working properly. The data in the training version reflects data as of September 12, 2008, and as such, the password you had in place on that date is the password that should be used for entry into the system. Problems should be reported to IRT through the Issue Log. The Issue log is located on the IRT web page under Enterprise Systems and then under Internet Native Banner v8. The issue log is at the top of the list on the page. Linda Dorn also suggested that testing be concentrated on the processes in Banner that are currently used by the program staff in the old version. She indicated that; Wood Foster Smith and she would be reviewing new added features to the Banner processes and getting back concerning possible implementation and uses. **Shaun reminded everyone that the deadline for regression testing is Friday, December 12, 2008. This Friday!!! Please finish up your regression testing.**

Commencement

Linda Dorn indicated that the reader cards have be distributed and they are due back to her no later than 9:00am, Monday, December 15, 2008. Linda also announced that Chad Kluck had replaced Brian Dusbiber as a co-coordinator of the commencement ceremony.

Admissions Report

Paul Simmons indicated that there is a plan to begin the inclusion of graduate continuing education admission data to the Graduate Admission report and to please review your admissions processes for any possible links or concerns if this additional data is included.

Non-Degree Student Issues

Paul Simmons indicated as a FYI that there was an undergraduate student that entered as a non-degree student and misrepresented himself to run up unpaid financial accounts that became a concern to the University. As a result The Dean of Student's Office is instituting changes to the student express account which will limit the charge limit to \$150 for non-degree students and there is a possibility an indication may be included on the Student ID card to allow easier identification of non-degree students.

Reporting Training

Jim O'Connor reviewed the student data reporting portal in Cognos. He demonstrated how to extract admission information and how to display various data elements about the applicants. Jim also demonstrated how to extract applicant information for export to Excel and use the information in sending letters or e-mails. Questions concerning the portal and reports should be directed to Jim.

Next Meeting Time and Location TBD

**Respectfully submitted,
Paul Simmons**