
BANNER STEERING COMMITTEE MINUTES

Date: December 15, 2004

To: Banner Steering Committee:

Maurice Archer, Trudy Bers, Michele Brown, Donna Keene, Linda Korbel, Bonnie Lucas, Joianne Smith, Robert Sompolski, Mary Anne Swing, John Wade

Banner Application Development Team:

Robyn Bailey, Debbie Brisbane, Janet Coats, Jo Cohen, Helen Grossfeld, Andrew Lachowicz, Marie DeMar, Nancy Schwabe, Manisha Shah, June Sproat, Lei Wang, Rose Wagner, Valerie Westphal, Xia Yue

From: Bruce Oates and Paul Grassman

Re: Minutes – December 15, 2004

Joint Meeting of Banner Steering Committee and Banner Application Development Team

Attendance: Maurice Archer, Robyn Bailey, Trudy Bers, Michele Brown, Janet Coats, Jo Cohen, Marie DeMar, Paul Grassman, Linda Korbel, Andrew Lachowicz, Bonnie Lucas, Bruce Oates, Nancy Schwabe, Joianne Smith, June Sproat, Mary Anne Swing, John Wade, Lei Wang, Valerie Westphal, and Xia Yue.

The meeting began at 1:10 pm in the Business Conference Center Room B.

1. Welcome

Bruce welcomed everyone to the meeting.

2. Minutes from November 8, 2004 Meeting

Bruce asked if there were any changes or additions to the minutes from the November 8, 2004 meeting. There were no changes or additions.

3. Business Process Analysis

Bruce briefly reviewed the Business Process Analysis (BPA) training that took place on November 16-18, 2004. He asked for comments and feedback. Most comments were positive, and most attendees felt that the session was worthwhile. Most thought that they learned important information regarding the business operations of other Oakton departments.

Bonnie also mentioned that she and Paul had provided feedback regarding the course to SCT management in a telephone conference call.

Bruce mentioned that many of the course attendees had reconvened on December 14th and had completed the "Creating the Course Catalog" BPA that had been started during the course but had not been finished. He also mentioned that there would be another working session on December 21st to review and finalize the two BPA's on Oakton's admissions processes that had been done during the class. Finally, Bruce mentioned that there would be a need to meet again to work further on the Accounts Receivable BPA so that it would be ready for the BPA visit from Jim Tisdale and Dottie Marron on March 7, 2005.

4. SCT Consultant Visit

Paul briefly reviewed the first visit from our SCT student systems consultant, Dottie Marron, which took place on December 6-8, 2004. He asked for comments and feedback. Most attendees felt that the session provided a good overview of the SCT system and system navigation. Most attendees stated that they gained confidence in their abilities to use the system as the class progressed.

Paul asked everyone to turn in a completed course evaluation form.

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5. Project Schedule

Paul reminded everyone that Dottie's next visit will be on January 4-6, 2005. The class will again meet in DP/1833, and Dottie will provide training in the course catalog. Paul mentioned that he had sent the agenda and other information to everyone using the banner@oakton.edu mailing list. He recommended that everyone use this mailing list in the future to ensure that no one was omitted from important correspondence. Bonnie mentioned that not everyone needed to attend, but those who worked in areas involving the course catalog should be there.

Bruce stated that Dottie would also be here on February 1-4, 2005. He mentioned that this visit would be a hands-on session where we would utilize the course catalog training provided during the January 4-6 visit to setup and configure the Oakton course catalog. He also mentioned the Ad Astra project, which will have its initial kick-off meetings in January 2005.

Paul stated that the IT staff would also attend several technical training sessions during this same time period. In particular, many IT staff will attend an Introduction to Banner General Technical class on January 11-13, 2005, and a Banner Student System Technical class on February 8-10, 2005.

The consensus was that the next few months would be very busy.

6. Validation Tables

Paul talked about the validation tables that Dottie had asked us to complete by early January. He said there were 40 tables assigned and that the IT staff was in the process of preparing recommendations for values to be loaded into the tables. He anticipated that these recommendations would be ready by the end of December. He said that many of the tables would be populated from data extracted from OakSTAR, although the data might need to be reformatted and manipulated to meet Banner requirements. He also mentioned that the IT staff had purchased a comprehensive list of U.S. zip codes with corresponding city, state, and county values (for the GTVZIPC table) at a cost of \$39.95.

7. Scheduling of Next Banner Steering Committee Meeting

The next meeting was scheduled for Wednesday, February 16, 2005, at 1:00 pm. The location will be provided later.

The meeting ended at 1:55 pm.