

## 1 Meeting Logistics

Item	Description
Date	March 2, 2007
Time	9:00 a.m.
Location	Administration Building Conference Room

## 2 Agenda

Topic
➤ Review of previous Meeting
➤ Introduction of new participants (Sara Devaprasad, Cheri Hoonstra, & Cindy Merkel)
➤ Update from the Banner Improvement Group (BIG)
➤ WIIFM List
➤ Discoverer <ul style="list-style-type: none"> <li>➤ Created Reports Form – Sara Devaprasad</li> <li>➤ Training Expectations</li> </ul>
➤ Data Standards

## 3 Attendees from February 16<sup>th</sup> Meeting

Role	Names
Facilitator	Luanne Webb
Committee Members	Amanda Brommenschenkel      Suzette Olson Joe Barrs                              Bob Parry Jodi Chesboro                        Carolyn Rajewski Georgiana Cox                        George Rye Stella Deplonty                        Theresa Weaver Karen Fornicola Jackie Kellerman
Special Guest	Aaron Weeks
Members not in Attendance	Sue Fitzpatrick, Kristie Juda, Jerry Stephens

## 4 Minutes

Topic	Minutes
Introductions	
Group Focus	Reporting to the Banner Improvement Group, the Banner User Group will: <ul style="list-style-type: none"> <li>- Assess Banner related issues from the user perspective.</li> <li>- Ensure group diversity to meet the needs of everyone from beginner to power-user.</li> <li>- Identify training needs and coordinate end user training</li> <li>- Create a Calendar of Events to keep departments informed of events, projects, deadlines, etc. e.g. Banner Upgrades.</li> </ul>

Discoverer Administrator	As a group we are very concerned that we do not have a Discoverer Administrator and would like direction as to who we should contact for technical support. Discussion continued in regards to view security, and joining views. Aaron Weeks volunteered to approach the Banner Implementation Group (BIG) and would provide feedback.
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## 5 Miscellaneous

Topic	Minutes
Tip of the Week - <F9> key	When cursor is located within a field where a dropdown arrow is located at the left of the field, press the <F9> key for the validation table or query screen related to the field. Example: Within the <b>SPAIDEN</b> screen enter a student ID or <Tab> to enter the student's last name <Ctrl> <PageDown>. Click in the <b>Name Type</b> field, press <F9>. The Name Type Validation Table with the table elements that include the code and description.

### WIIFM (What's in it for Me) List Provided by group participants

1. Need exposure to Discover and how to write our own reports.
2. Would like to see and share other department's reports-may be something we could use.
3. Access to information such as H.S. GPA which we use frequently and no longer have access to.
4. Process for having additional information inputted--example, Disability, or special population screen.
5. Advising notes-area for professors or advisors to input notes.

What I need most is some discoverer reports and a couple forms created that are specific to housing and be accessed to run reports from. I will need the forms within the next month or so and I don't who to submit a request to.

1. Be a place to bring Banner concerns and problems for discussion and direction such as the need for renewed emphasis on data standards or the difficulty of getting reliable data out of Banner.
2. Provide an overview of up coming software events, such as plan to implement Banner Student 7.3 or when will Work Flow be up and running.
3. Keep offices informed of events or projects being pursued by others such as Advancement go-live or 1099 reporting or fall class scheduling or tuition due.
4. Identify training needs and coordinate end user training.

1. Discover Training report writing

2. Joins in Discover
3. Forms (perhaps you could teach us - you did such a good job on the Transcript form.
  1. have a list of what kind of reports are out there and what kind of information one can get from them to ask for access and also training on how to use it.
  2. also is there way to see who is and have been a students advisors in Anchor access and if they had a change of majors with out looking at the transcript? – INB Scr.  
**SGAADVR**
  3. payroll report for department with the amount of dollars still available for each student and if they are also working in another department
  4. Grants report on yearly expenditures on one sheet and better yet if it was set up on the grant cycle

The only thing I can think of at this point would be revisiting the Discoverer questions as to the capability of creating reports and sharing very specific reports with users who may not have the access to the table used to create.