Banner Security, Training & Deployment Meeting Minutes
April 11, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Kathleen Moberg, Paul Starer, Suzanne Pfeiffer, Bill Baldwin, Drake Lewis and Kari Elliott (note taker).

Security Report Update:
1. Alphabetized by name and if active.
2. Requirements: name, CWID, department, when granted access, active, not active or locked account.
    - Bill does not have access to table for locked accounts; need to talk with Vicki Liao about getting access.
3. Demo next Monday, April 18, 2011 for team leads to review report.
    - Will invite team leads to next week's meeting to finalize reports and schedule disbursement.

Grade Roll – Academic & Professional Matters Committee Concerns:
1. Faculty missing entering a student's grade.
    - Can see grades in roster once entered.
    - Faculty need to verify grades in roster.
        o Is in online instructions.
    - ETS is not writing a report that lists students and grades.
2. Students need to drop themselves from waitlist before adding themselves using an add code.
    - Students see 3 options in drop down menu: Web Reg, RA and Web Drop.
        o RA (re-add) is an add code for non baseline Banner drops unique to FHDA.
        o Recommend running in background behind Web Reg; would not be an option a student could see.
        o Web Drop does not drop student from waitlist; drops from class roster, add code will not work – Joe/Jerrick will look into.