Enterprise Application Management Team

September 14, 2016

Attendance:  Amanda Burton, Bart Jacobs, Beth Myrer, Brett Tolman, Chuck Colborne, Clint Moser, Colby Callahan, David Tobler, Geoff Matthew, Jake Ellsworth, Ken Dahl, Laura Busby, Liz Childs, LuAnn Smith, Ray Walker, Robert Loveridge, Shane Peterson, Wendy Rosenlof,

Conducting:  David Tobler

Minutes:  Beth Myrer

Review of minutes

- Changed a test account (to former student) and Nathan has done some testing
- Configuration meeting scheduled for Thursday, September 15

Role definition

- Definitions have been put into the data cookbook
- Roles in Banner in GOAROLE – information is there
- Geoff to remind Chuck to send him the MGT user security information
- History is not included, just the current role
- Role defines what content is displayed in myUVU

ODS/EDW

- ODS is out is date which causes inconsistence in data (inconsistences should be reported)
- ODS will to be updated on a regular basis once the new DBA is hired and trained
- There are dependencies that need to be addressed before ODS can be updated (three possible approaches: hiring a new person, looking at outside resources, internal possibilities)
- Should be scheduled to be upgraded regularly

Preferred email

- Other discussions need to happen
- One discussion should be when the preferred email changes (point of registration vs point of admission)
- Jake has compiled the code into something that is easier to understand (should probably go into the data dictionary) – is the logic that is run every night
- Preferred email will be set by the first SzPrefEmail category that fits
- The issue comes in that some people received emails in different accounts and not sure where to get needed information – is an inconsistency which causes confusion
- Will have a separate meeting to discuss when the preferred email is set: Brett Tolman, Liz Childs, Andrew Stone, Amanda Burton – also one concerning when staff emails are set
- Communication needed to inform people what the preferred email is and how to access it
Email templates need to be reviewed in EAMT (Jake will provide templates) – will be sent out with the minutes
2 email that could be sent out if preferred email is changed: active employee and active student
May need to create another template to address the instances when an employee doesn’t have an employee email – could remove the option of UVST from possibilities for employees – may need to generate an error report and solve why it is not going to the appropriate email
Some concurrent enrollment students do not have an email address which causes issues
When an employee email is created, notification needs to be sent to the supervisor, so they can inform the employee how and where to access emails
Discussion between if there an issue vs whether it should be an application of current business process

Other
ULVLink will be decommissioned on September 30 (removal of Canvas, Wolverine Tracks)
Will schedule the meeting regarding Banner Services Menus – will schedule during next EAMT
Banner discussion: web based content is Banner Self-service, or Banner Services, the administrative content is INB
INB can be accessed through QA and Prod
Upgrade is scheduled for September 24 at 7:00 am

Assignments
Geoff to remind Chuck to send him the MGT user security information
Email templates need to be reviewed in EAMT (Jake will provide templates) – will be sent out with the minutes
Will schedule the meeting regarding Banner Services Menus – will schedule during next EAMT