

**Chair's Council  
Meeting  
4 September 2007**

**I. WebFocus Presentation & Discussion**

- Kathy Fisher, Asst Dir Enrollment Tech Svcs, presented the functionality of WebFocus reports.
  - The Webfocus link is located in MyFSU, in the Banner Reports channel of the MyWorkplace tab. You will be prompted to sign in using your Novell username and password, however, single sign-on is coming soon.
  - The reports available are security dependent; therefore individuals may see different reports than others. If someone has no access to WebFocus, a data security agreement must be completed and sent for access.
  - If you do not find a report that fits your needs, or you would like additional parameters added to existing reports, please e-mail Kathy.
  - The reports that say "screen" in the title are from SIS+, based on historical data, the other reports are based on live data.
  - If you notice discrepancies in Banner SSB and WebFocus (i.e., the way the reports look), please let Kathy know and it will be looked into.
  - College Codes: AH, BU, ED, UN, TE, AS, KE, PH, OP. Departments: four letter abbreviation. Kathy will create a report that contains abbreviations/codes.
  - There is a Banner Committee that determines the priority of the development of WebFocus reports. Concerns may be raised to this committee if needed.
  - A concern was raised regarding the consistency with which data is entered (i.e., entering department schedules), so that reports display consistent data. Training is provided, however additional training may be needed. Kathy will contact Jo Gerst.
  - A comment was provided that with some of the reports, it is helpful to get as much information as available, and then filter it versus adding too many parameters up front.

**II. Additional Items from the Floor**

- Some high cost departments are working with 10 year old budgets, and have discussed adding fees, however, the fees committee says this is raising tuition. Thoughts?
  - Must review current tuition rates prior to setting fees.
  - Depends on where the fee goes (to the department or general fund).
  - In the School of Education, fees will be added for Student Teaching. The credits have been reduced from 12 - 6 credits, and we have been the only one of institutions not charging a student teaching fee (some up to \$500).
  - Financial aid may be increased if students let them know additional costs are associated.
- Need for department-level scheduling module?
  - Can departments share cost?
  - Scheduling is difficult with adjuncts and faculty teaching across departments, etc. This may assist in scheduling and increase efficiency. COB is reviewing four applications, including Schedule25.

- Off-campus – regarding online classes dedicated to off-campus, how are waitlists being managed? Banner? Paper/Pen? In one department or several? For Cohorts only? Can UCEL help?

### **III. Future Meetings**

- Tuesday September 18, Rankin Center Mecosta Room. There will be one presenter and then Don Flickinger will be presenting at 9:30 for approximately one hour.
- Post or E-mail suggested discussions/topics prior to meeting.