
Banner Web Functional Team
A sub-team of the Banner Implementation Team

Charge from the Banner Implementation Team: To work with the Web Technical Team to implement Banner WEB for Student and WEB for Faculty. Implement appropriate Inquiry screens first, with the goal of expanding Web services to students (especially Web registration), ultimately making the registration process more user-friendly and less time-consuming for students and staff.

Composition of the Team: Representatives from functional departments that are most directly related to the registration process, including Registrar's Office, Student Support Center, Student Accounts, Financial Aid, Admissions, Academic Divisions, and Corporate/Community Services. A liaison to the Web Technical Team (Web Administrator) will be a member of both the Web Technical and Web Functional Teams. The Team will elect a Chair and Vice-Chair.

Responsibilities:

- Review the products; become educated about the functionality of the products
- Plan an implementation schedule, create an operational plan, assign tasks, and monitor progress
- Review and recommend changes in policy and procedure related to Web Student Services within the established Governance structure as appropriate (Standing Committees, Executive Staff, Coordinating Council)
- Communicate progress and issues to the Banner Implementation Team and/or to appropriate Governance body, and communicate processes/procedures to End Users
- Test Screens and Validation Tables
- Ensure that information contained in the Web products and look of the Web products is consistent with other College Web initiatives

Sponsor: Interim Dean of Administrative Services will act as sponsor for this team, and provide assistance in facilitating resolution of issues/problems, directing issues/recommendations to the appropriate Governance body, and providing resources.

Communication/Governance Relationship:

Reports directly to the Banner Implementation Team. Recommendations of the Banner Implementation team regarding Web products will be made to the appropriate Governance committees, particularly the Information Technology Standing Committee, and through that/those committee(s) to the Coordinating Council. The Coordinating Council will direct issues to Executive Staff as appropriate, and make recommendations to the President.

3/9/00