

**Banner Student: Standardize Banner Student usage, practices, and institute Banner Workflow.**

**ESTIMATED IMPACT = \$ TBD Best practices, staff efficiencies.**

Supporting Information

*Standardize Banner Student Usage:* The MAUs currently enjoy flexibility in how Banner Student functions and in the system's capabilities to serve students and staff. Many decisions are made in unison to implement Banner features in a consistent way, but other decisions are made at the MAU level to support a MAU-specific need or task. While this does facilitate delivery of services to a diverse student population, it has also created inefficiencies between MAUs. An example here would be the difference in data input from one MAU to another – which often times results in either staff confusion, misinterpretation, or a less than quality student service. Standardizing usage where possible will increase efficiencies across the MAUs, allow improved service delivery to students that attend multiple MAUs, and will ease the implementation of Banner Workflow (see below), and other efficiency tools.

*Banner Workflow:* The Banner workflow project pilot is currently in implementation. Workflow facilitates honing time and labor-intensive processes down to a streamlined series of electronic and manual tasks that are systematically triggered. Total withdrawal of students and the return of federal student loan funds are two of the pilot projects, and both are currently labor intensive for staff and/or students. After the pilot is complete and fully implemented, an additional investment will be necessary for hardware and programming time to deliver a larger scale implementation. Standardization of Banner Student usage will facilitate a more efficient implementation of workflows projects. Savings will be dependent on the workflows chosen by the functional areas and the timeline for delivery.