



Back to Basics Workshop Agenda Student



Session Logistics	Student Workshop
Session Date	October 22, 24-25, 2018 (Monday, Wednesday – Thursday)
Location	TBD
Participants	Student staff and leadership, IT staff supporting Student; Representative sample of departmental staff, if appropriate, involved with Student module, i.e. catalog maintenance, scheduling, etc.
Facilitators	Kimberly Saving-Sherman, Senior Consultant, Banner Student & AR Specialist Tim Woltering, Senior Consultant, Process Specialist
Session Requirements	<ul style="list-style-type: none"> • 2 large Post-It Flip Chart pads, stands, markers, & wall space to post charts • Name tents for participants • Projection system for PowerPoint presentation and access to Banner Test

Monday 10/22	Student Best Practices
8:30-8:45 am	Welcome and Introductions
8:45-9:15 am	Review of Survey Data
9:15-12:00 pm Break 10-10:15	High Level Business Process Review and Identify Opportunities for Improvement <ul style="list-style-type: none"> • Topics (<i>order presented and discussed may change</i>): <ul style="list-style-type: none"> ○ Recruiting/Prospect – No CRM ○ Admissions – No CRM / Using CRM ○ Advising ○ Registration ○ Catalog Configuration ○ Schedule Development
12:00-1:00 pm	Lunch
1:00-4:00 pm Break 3-3:15	High Level Business Process Review and Identify Opportunities for Improvement <ul style="list-style-type: none"> • Topics (<i>order presented and discussed may change</i>): <ul style="list-style-type: none"> ○ Curricula Configuration ○ Grading ○ End-of-Term ○ Graduation ○ Transfer Articulation ○ Transfer Catalog Creation
4:00-4:30 pm	Prioritize Opportunities and Identify 'Quick Wins' Confirm Topics for Wednesday-Thursday Wrap-Up

Wednesday 10/24	Student Consulting
8:30-8:45 am	Set Agenda for the Day
8:45-12:00 pm Break 10-10:15	Banner Consulting – Topics TBD
12:00-1:00 pm	Lunch
1:00-4:15 pm Break 3-3:15	Banner Consulting – Topics TBD
4:15-4:30 pm	Review Accomplishments and Wrap-Up for the Day



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Thursday 10/25	Student Consulting
8:30-8:45 am	Set Agenda for the Day
8:45-12:00 pm	Banner Consulting – Topics TBD
Break 10-10:15	
12:00-1:00 pm	Lunch
1:00-4:15 pm	Banner Consulting – Topics TBD
Break 3-3:15	
4:15-4:30 pm	Review Accomplishments and Wrap-Up for the Onsite Visit