Administrative Software
Policy #03.A – 03.A.8
Approved: 03/01/04

03.A. Purpose

This policy defines “college standards” for administrative computer software.

Administrative software is defined as those programs that support the operational and business needs of a college in managing items such as human resources, accounts receivable, finance and student records.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

03.A.1. Preference for vendor-supplied computer programs - The College will use vendor-developed programs, in unmodified state, whenever this approach reasonably meets the operational need. Purchased programs that meet significant operational needs of the college must include a maintenance agreement that provides for the future technical soundness and currency of the software. Specific written approval by the CIO of Computing Services (CS), who signs all software contracts, is required before computer software is purchased. CS should be involved early in discussions of any new administrative software.

03.A.2. Banner - the college standard - Banner (SCT) is the college's current primary vendor of administrative systems. The college operates several major Banner systems, including General, Student, Finance, Accounts Receivable, Human Resources, and Financial Aid. We also offer Banner Web for faculty and students, which provides web-based access into the Banner system. All Banner products use Oracle Corporation's relational database management system. Additional software products purchased from vendors will need to be compatible with this SCT/Oracle software environment.

03.A.3. Banner releases - SCT supplies periodic major releases of the Banner systems. Two separate application environments are in place: a production environment, where all the data and programs used by administrative offices reside; and a development environment, which duplicates the production environment except that the associated data is not current.

03.A.4. Projected Dates - When a major new software version is received projected dates will be established for installing the new version for both the development and production environments.
03.A.5. **Release Notes** - Version documentation including release notes and a list of local modifications will be made available for the effected users and technical staff.

03.A.6. **Development environment** - The new version will be installed in the development environment. Any previous college-specific local modifications to the programs will then be applied.

03.A.7. **Modifications** – Verification of the correct operation of any modifications will be conducted. Departments are responsible for final verification of operation of the new version and of the local modifications.

03.A.8. **Production Environment** - Following the verification period and sign-off by the users, the new version will be placed in the production environment.
Banner Access
Policy #03.B. – 03.B.5
Approved: 03/01/04

03.B. Purpose

This policy outlines the ownership of, and approval process for providing access to, the Banner administrative information systems.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

03.B.1. Data stewardship - Data stewardship is the responsibility of all employees of Adams State College (ASC). CS administers the assignment of accounts, passwords, and database access, and performs system backups. Each department authorizes access to all central information system data "owned" by that department. Particular individuals are granted access to forms, reports, and processes that query, add, modify, or delete certain Banner data elements.

03.B.2. Ownership - Ownership of Banner data, forms, reports, and processes is assigned to the administrative department directly responsible for the particular functionality. For example, the Records office "owns" registration data, forms, reports, and processes.

03.B.3. Banner Accounts - Employee Banner accounts typically include a disk quota, electronic mail access, access to certain network resources, and certain default Banner accesses. The department head (or designee) who owns the particular data is responsible for approving any access to additional forms, reports, or processes that are not included as part of a typical Banner account. CS administers access upon approval of the requesting department head.

03.B.4. Tables - By default, users do not have direct access to Banner tables. Typically, access is mediated through a "view," "form," or other application capable of enforcing various constraints on data content.

03.B.5. Privileged accounts – CS, because they are assigned to administer the system, have access to accounts with the most comprehensive system access. These "privileged accounts" are used only when their broad access is required. Permission of the department who owns particular data is required before the account is modified. All requests to modify particular Banner data are logged in the work order system. Normal accounts, without broad privilege, are used in the ordinary performance of duties, whenever such accounts provide the means to accomplish the job.
Banner Training
Policy #03.C – 03.C.2
Approved: 03/01/04

03.C. Purpose

This policy defines the responsibilities of CS and individual administrative departments in providing training in the use of the Banner information systems.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

03.C.1. General Navigation - Certain default forms are provided with every Banner account. CS will provide training in Banner general navigation.

03.C.2. Department specific training - Individual departments who own particular Banner forms, reports, and processes are responsible for all training in the use of those applications. This includes training of new employees in the department, on-going training of existing employees, and training for other employees of the college to whom the department grants access.