MEMORANDUM

TO: Vice Chancellors for Academic Affairs  
   Vice Chancellors for Student Affairs  
   Registrars  
   Systemwide Institutional Researchers  
   Melissa Tome, Banner Central  
   Mei Li Kinney, Banner Central  
   Gary Rodwell, STAR  
   Denise DeArment, Bursar  
   Schedulers

FROM: Pearl Iboshi  
   Director, Institutional Research, Analysis and Planning Office

Hae Okimoto  
   Associate Vice President for Student Affairs

SUBJECT: Request for Banner Reporting Changes

The Scheduler’s group has requested that the following changes be made to Banner reporting:

- Discontinue use of OS/OI Instructional Methods (change to "DO NOT USE")
- Add OS (off-site) and OI (off-island) as attribute codes (SSADETL, Degree Attribute)

This change will allow students to easily identify classes that are being taught away from the home campus.

In addition, the ending of the use of OS/OI will clean up the list of Instructional method approved codes to include only those codes that are actually instructional methods. This change will improve reporting by allowing IRAPO to more clearly identify the instructional method of classes. Remaining instructional method codes will clearly identify modality: In-Person/Face-to-Face (Null, blank); Hybrid (HYB); Distance Completely Online (DCO); Distance Interactive Video (DIV); Distance Cable Television (DTV).

At the same time, OS/OI are currently used for assessing fees by some campuses. The addition of these codes as attributes will allow the campuses to correctly assess fees.

If there are no issues, this change will be effective in Spring 2023.