

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Business Process Analysis Group

Date: July 7, 2005

Time: 10:00 A.M.

Place: 3057 Student Services

Attendees: Kathy Reed, Gail Blank, Rodney Ranes, Frank Kingery, Libby Coffey, Thom Strohecker, Sue Harvey

Note Author: Sue Harvey

Agenda and discussion items

BPA Progress:

Libby Coffey reported that the group that looked at Graduate School Admissions felt the analysis involved a heavy time commitment for group members. Group members felt they could not make recommendations regarding changing procedures and policies and expressed concern that their processes would not go through BPA. Libby explained this was just the beginning and that other BPAs would be undertaken.

Frank Kingery stated his group found the process of web registration did not need to be analyzed because it was so automated. His group decided to look at manually adding a student to an on-campus class and undertook an analysis of adding an off-campus class manually.

Rodney Ranes facilitated the Student Billing and Student Payment BPA. The group did good work and felt the broad representation on the BPA group was helpful.

Decisions Made Teams put together

Two new BPA groups were created – Recruiting & International Admissions

Recruiting

Sandy Bowman, facilitator

Karen Johnson, scribe

Denise Lee, Admissions

Rita Pearson, Admissions

Susan Ambrose, Admissions

Kim Mook, Orientation

Lori Henderson, Graduate School

Mona Davenport, Gateway

Bill Elliott, International Programs

Kim Black, Bachelor of General Studies

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International Admissions

Libby Coffey, facilitator
Gail Blank, scribe
Marilyn Thomas, International Admissions
Sue Grounds, Records
Susan Ambrose, Admissions
Rodney Raney, Graduate School
Nancy Dole, Financial Aid
Tracy Hutchinson, Admissions
Ping Liu or Cheryl Noll, Graduate Coordinator

Decisions for referral Recommendations

- Educate campus regarding BPA and how it is going to be carried out on campus
- Executive Committee sends out a message to let the campus know they support the BPA efforts and encourage employees to participate when asked to do so.
- A response be provided to the “wish list” generated by the BPA group so people know concerns are being addressed and they are not making a heavy time commitment to a futile effort.
- Metrics for benchmarking improvements be identified.
- Weekly EISE updates be provided to the campus via the University Newsletter so that people do not have to search the EISE web site for the information.
- Making the EISE web site more visible to the entire campus.
- Updating the EISE web site including:
 1. Publicizing the timeline for the EISE project.
 2. Publicizing the milestones for the project.
 3. Updating the EISE home page to make it easy to read.
 4. Possibly include a BPA FAQ.
 5. Posting weekly EISE updates.
 6. Posting BPA updates.

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

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Item Identifier	Item Description	Owner	Target Completion Date	Status
ST05/01	Contact identified facilitators, scribes, and team members for new BPA groups.	Sue Harvey	7/15/05	
ST05/02	Provide Bill Witsman with BPA documents.	Sue Harvey	7/15/05	

Attachments and/or meeting Handouts listed: