

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Financial Aid Process Team

Date: 6/7/2005

Time: 9:00am

Place: Financial Aid Conference Room

Attendees: Tracy Hall, Dian Ensign, Nancy Dole, Patti Bailey, Deanna Kelly, Dave Bailey

Note Author: Tracy Hall

Agenda and discussion items

1. Present members with SCT implementation training schedule.
2. Taking a look at Banner's training database to give team their first look at Banner.
3. Explanation of BPA (Business Process Analysis) and decide what procedures to cover in the Financial Aid Office

Decisions Made

BPA Sessions to schedule and staff to participate

1. General overview of processing an applicant.
2. Processing students' budgets
3. Processing Pell Grants

Decisions for referral

Tabled/Future discussion Items

1. Other BPA sessions to schedule
2. Consider what staff members need to go to the different SCT training workshops

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Financial Aid Education/Training Plan

Visio example of a BPA