In Attendance: Lauren Adamson, JL Albert, Roy Bahl, Laura Burtle, Ron Colarusso, Bill Fritz, Fenwick Huss, Steve Kaminshine, Susan Kelley. Ron Henry, Chair

Approval of Minutes
The minutes of November 29, 2006 were approved.

Lean Six Sigma and Graduate Admissions Processes
Ron Henry reported that late last spring, FACP decided to take a look at the business processes on campus. The graduate admissions process was an area to review.

Alok Srivastava and Ken Levine from the Managerial Sciences department presented a power point presentation on Lean Six Sigma for the Graduate Admissions Process. The presentation included describing Six Sigma which entails proactive management; having a genuine focus on the customer; process improvement; and culture for quality and change. Lean Six Sigma can reduce costs, increase revenue, and increase customer satisfaction.

Alok Srivastava commented that the Lean Six Sigma was created to achieve continuous high-volume production in a stable environment using minimal inventories. Alok Srivastava added that Lean Six Sigma is structured, but defined to measure and analyze processes for a more streamlined Graduate Admissions Process. The power point presentation included detailed flowcharts that outlined a Comprehensive Implementation Model of Lean Six Sigma and the future state of the Graduate Application Process.

The presentation summary outlined ways in which the Lean Six Sigma can benefit the university by centralizing data, making the graduate application process paperless; eliminating unnecessary processing, cost reductions, and improved quality of communications and service. The Six Sigma model can empower the applicant so that they can monitor their application status. The model would enable the university to monitor the application process with status reports and forecasts thus improving yield.

The deans commented and discussed the presentation. The deans asked to have the power point presentation emailed to them so that they can share it with their department chairs and other units in their college.

Alok Srivastava responded that he will send the presentation to the deans. Alok Srivastava thanked the deans for their insights and comments on the presentation.

SACS and CAP Policies
Ron Henry reported that this agenda item will be discussed in January.

Enrollment Update
Bill Fritz provided a handout on spring enrollment. Bill Fritz reported that the credit hours are 264,000, but predicts the numbers may reach 300,000. Bill Fritz mentioned that freshmen enrollment is up for spring semester with many of those freshmen being older students.

Bill Fritz mentioned that the first fee cancellation will be on January 5, 2007. The One Stop Shop will be open to assist students on the Saturday and Sunday before that first cancellation. The second fee cancellation will occur around January 16 or 20.

The deans discussed the enrollment data and the graduate application processing for FY07 on the handout. Bill Fritz mentioned that there has been a slow decrease in graduate applicants.

Any other business
JL Albert reported on the increase in spam. The anti-spam server ran out of disk space and stopped blocking spam.
JL Albert mentioned that to ensure this problem has less chance of occurring in the future, IS&T will reduce the number of days that spam will be held in quarantine to five (5) days. JL Albert added that a Groupwise message will be sent to the campus community announcing the change.

There being no further business, the meeting adjourned.

Next meeting: Wednesday, January 10, 2007, 9:30-11:30 a.m., Golden Key Board Room, 2nd Floor Student Center.