College of Health Professions Executive Committee – Meeting Record

UAMS | College of Health Professions

DATE	April 14, 2016	**FACILITATOR**	Susan Long	**LOCATION**	Winters Conference Room, Administration West Building
TIME	8:30-9:30 am	**RECORDER**	Deborah Taylor	**GUESTS**	Clinton Everhart, Pattie Hamilton, Linda Stanger

ATTENDEES (X INDICATES ATTENDANCE)

✔	Tony Baker	✔	Mitzi Efurd		Karen Hunter		Douglas Murphy		Mark Wallenmeyer
	Danny Bercher	✔	Phyllis Fields	✔	John Jefferson	✔	Nannette Nicholson	✔	Bill Woodell
✔	Erna Boone	✔	Reza Hakkak	✔	Trish Kelly	✔	Cindy Saylors	✔	Catherine Smith
✔	Lori Williamson Dean	✔	Suzanne Hansen	✔	Susan Long	✔	Kathy Trawick		

AGENDA			MEETING RECORD
Time	**Item**	**Presenter**	**Main Points / Discussion**
8:30	Announcements	Varies	1. Promotion and Tenure workshop, April 29, 12:00-1:30 pm, IDW Lecture Hall 226 – department chairs should attend with faculty members. Contact Danny Bercher or Nannette Nicholson with any questions. 2. Save the date for the CHP Faculty Showcase on Wednesday, July 13, tentatively 9:00 am to 4:00 pm. Additional details to come. Contact Mary Ellen Nevins or Susan Long with any questions. 3. Douglas Murphy on vacation April 7-17 4. Spring College Meeting, April 22, 12:00-1:30 pm, IDW Lecture Hall 126 – staff awards will be presented and the main item of discussion will be the Promotion and Tenure Guidelines 5. Recruitment brochure progress – anticipated completion date is May 1 6. Hooding Ceremony for master's and doctoral graduates and faculty, Thursday, May 19, 5:30-6:30 pm, UALR Stella Boyle Smith Auditorium 7. Graduation Celebration Brunch for graduates, their family and friends, and CHP faculty and staff, Friday, May 20, 10:00-11:30 am, Administration West Lobby and Portico 8. Commencement, Saturday, May 21, 3:00 pm – Faculty expected to attend 9. PrintSMART Project update. Contact Bill Woodell with any questions 10. CHP catalog review begins May 1
8:40	GUS Student Enrollment Process Update	Clinton Everhart	Pattie Hamilton is coordinating registration Linda Stanger is coordinating the schedule of classes and reporting 1. Summer 2016 Registration Timeline 　See attachments: 　　***CHP Registration Timeline: Summer 2016 (Excluding PA)*** 　　***CHP-PA Registration Timeline: Summer 2016*** 2. Fall 2016 Registration Overview • All programs will self-enroll in the fall • Early registration will take place between July 5-22; regular registration opens August 1 • OUR will place a registration hold on all students so department can clear when student is ready • OUR is working on exception process for refunds due to program error • OUR will send a template with enrollment instructions via email sometime next week • Programs will be able to schedule enrollment appointments for group enrollment • Template example to communicate fall course enrollment to students available from Susan Long

9:40	Adjourn		

ACTION PLAN		
Action Item	**Owner**	**Target Date**
Promotion and Tenure Guidelines – Incorporate suggestions into revised guidelines for presentation to faculty	Douglas Murphy	
College Planning Process – Set future "workshop" dates during EC and retreat in summer	Douglas Murphy / Deborah Taylor	
Fall Enrollment Process – Review of updated enrollment procedures	Clinton Everhart	June 2 or June 9

CHP Registration Timeline: Summer 2016
Revised 4/13/16

April
- **4/1/2016: Schedule of Classes/Course Offerings Requested.** OUR sends request for spring 2016 course offerings to CHP departments.
- **4/9/2016: Course Offerings Due**. CHP Departments submit course offering information to OUR.
- **4/18/2016: Course Rosters Requested.** OUR sends registration process email to CHP which includes overall timeline, reminder regarding course offerings, and a request for course rosters.
- **4/25/2016: Student Fees Confirmation Requested.** OUR sends a listing of fees by program to CHP for review.
- **4/29/2016: Course Rosters Due—Continuing Students**. Using the prescribed spreadsheet format, departments submit student enrollment information (which students in which courses) to OUR for summer 2016.

May
- **5/2/2016: BART Registration Begins – Continuing Students.** OUR begins enrolling continuing students in BART per the rosters received from CHP.
- **5/2/2016: Student Fees Confirmation Due.** Deadline for CHP programs to confirm fees to OUR.
- **5/9/2016: Tuition and Fees Posting begins.** OUR begins posting tuition and fees weekly for all enrolled students.
- **5/9/2016: STARS to BART Data Roll—New Students.** Academic Computing rolls admitted student information from STARS into BART. Students should be given a status of "Active" along with a first-term of 2015-16 Summer. Students admitted after this date must be manually added to BART.
- **5/11/2016: New Student Account Provisioning.** OUR staff will send new student name/UAMS ID information to Joanna Delavan to create UAMS Domain temporary logins, etc. Once received back from Joanna, OUR staff will mail merge and send to all new CHP students via email to students' personal email accounts. Students will be instructed to activate their UAMS email accounts and expect registration information to be available there the following week at the UAMS email account.
- **5/16/2016: Student Enrollment Notifications Begin—Continuing Students.** OUR begins emailing students to inform them of their tentative class schedules. The email instructs students to reply to the email to confirm that the schedule is correct or to note any changes which are needed. OUR staff will work with CHP departments if any changes are requested. OUR staff will create a listing of active students from BART to track student enrollment confirmations as they are received. New students who are admitted after the spreadsheet is created will be manually added. Students must confirm enrollment by May 26. Reminders emails are sent weekly to students who have not confirmed.
- **5/19/2016: Course Rosters Due—New Students.** Using the prescribed spreadsheet format, departments submit student enrollment information (which students in which courses) to OUR.
- **5/20/2016: BART Registration/Tuition and Fee Posting Begins – New Students.** OUR begins enrolling new students in BART and posting tuition and fees in OASIS.
- **5/23/2016: Student Enrollment Notifications – New Students.**
- **5/26/2016: Enrollment Confirmation Due—New Students (also final reminder for continuing students).** Students must confirm enrollment as listed in the class schedule email sent previously from OUR by the deadline. Students are not allowed to remain in classes as of the first day of class if they have not confirmed enrollment with OUR via email.
- **5/27/2016: Enrollment Cancellations – All Students.** OUR begins canceling enrollment for all students who have not confirmed classes.

CHP-PA Registration Timeline: Summer 2016

Revised 4/13/16

March

- **3/24/2016: New Student Email Instructions Sent.** OUR staff will send new student name/UAMS ID information to Joanna Delavan to create UAMS Domain temporary logins, etc. Once received back from Joanna, OUR staff will mail merge and send to all new CHP students via email to students' personal email accounts. Students will be instructed to activate their UAMS email accounts and expect registration information to be available in April.
- **3/30/2016: Schedule of Classes/Course Offerings Requested.** OUR sends request for spring 2016 course offerings to CHP departments.
- **3/30/2016: Course Rosters Requested.** OUR sends registration process email to CHP which includes overall timeline, reminder regarding course offerings, and a request for course rosters
- **03/31/2016: STARS to BART Data Roll Completed—New Students.** Academic Computing rolls admitted student information from STARS into BART. Students should be given a status of "Active" along with a first-term of 2015-16 Summer.

April

- **4/7/2016: Course Offerings Due**. PA submits course offering information to OUR.
- **4/7/2016**: **All Course Rosters Due**. PA submits student enrollment information (which students in which courses) to OUR for summer 2016 (new and continuing students).
- **4/14-15/2016: BART and GUS Registration.** OUR begins enrolling students in BART and GUS per the rosters received from PA.
  - **NOTE:** Only PA students are enrolled in both BART and GUS simultaneously for summer 2016. Other summer students will be enrolled in BART using previous processes, and enrollment information will be converted to GUS later.
  - **NOTE:** Tuition and Fees for PA students for summer 2016 will be calculated in GUS and will NOT be entered into OASIS. All other programs will still be entered into OASIS.
- **4/20/2016:** OUR sends email reminder to PA students instructing them about how to view coursework in GUS. Students may also receive communications from Bursar/Financial Aid.
  - **NOTE:** PA students will NOT be required to confirm coursework for summer 2016 since they can view enrollment information in GUS. Other CHP students will still be required to confirm for summer 2016.

May

- **5/2/2016:** PA 2nd year classes begin
- **5/9/2016:** PA 1st year classes begin
- **5/23/2016:** PA 3rd year classes begin