

College of Health Professions Executive Committee – Meeting Record

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|-------------|-----------------|--------------------|----------------|-----------------|---|
| DATE | August 25, 2016 | FACILITATOR | Douglas Murphy | LOCATION | Winters Conference Room, Administration West Building |
| TIME | 8:30-9:30 am | RECORDER | Deborah Taylor | GUESTS | Lyndsay Johnson |

ATTENDEES (✓ INDICATES ATTENDANCE)

| | | | | |
|-----------------|----------------------|------------------|------------------|------------------|
| ✓ Aryn Amlani | Lori Williamson Dean | ✓ Suzanne Hansen | ✓ Susan Long | Mark Wallenmeyer |
| Tony Baker | ✓ Mitzi Efurd | Karen Hunter | ✓ Douglas Murphy | Edward Williams |
| ✓ Danny Bercher | ✓ Phyllis Fields | ✓ John Jefferson | ✓ Cindy Saylor | ✓ Bill Woodell |
| ✓ Erna Boone | ✓ Reza Hakkak | Tom Jones | ✓ Kathy Trawick | ✓ Ben Willett |

AGENDA

MEETING RECORD

| Time | Item | Presenter | Main Points / Discussion |
|------|--|----------------------------------|--|
| 8:30 | I. Announcements | Varies | <ol style="list-style-type: none"> 1. Department annual reports due October 1; “blanks” will be sent by September 12 2. Alumni Weekend 2017 features departments: Genetic Counseling, Health Information Management, and Radiologic Imaging Sciences 3. The dean’s office will conduct a survey of our alumni in 2016-2017 to assess attitudes and perceptions of their student experience. Departments may be asked to assist with updating contact information (email, address, etc.). More information will be forthcoming. 4. The new Policy and Procedures page is found at: http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/ 5. Beginning July 1, the college will purchase “keeper” regalia that the faculty member can use and keep for future uses. We will no longer rent regalia for faculty. |
| 8:35 | II. Recruitment Brochures Presentation | Douglas Murphy / Lyndsay Johnson | <ul style="list-style-type: none"> • Programs can contact Lyndsay for photos from the brochure photo shoot. • The Welcome Center has a supply of brochures available to the programs. If you have any changes or need to order more, you can email Jean Romano, JARomano@uams.edu with copy to Lyndsay. • The brochures are also available in PDF format on each program’s website under “About the Program.” |
| | III. Healthy Organization Planning Follow-Up – Defining Objectives for the Thematic Goal | Douglas Murphy | <p>The group continued discussion of the “defining objectives” (attached) for the strategic planning thematic goal that was agreed upon at the August 10th retreat: “We will provide an exceptional student experience to foster personal and professional growth.” The next step is to begin operationalizing the goal statement by selecting a few, do-able defining objectives and deciding what will be done to attain the thematic goal. Four or five defining objectives will be selected to work on over the next year and should be actions that will result in real change and that can be undertaken without a lot of additional expense. Action plans will be on the department level as well as the college level.</p> |
| 9:30 | Adjourn | | |

ACTION PLAN

| Action Item | Owner | Target Date |
|--|----------------|--------------------|
| Promotion and Tenure Guidelines – Incorporate suggestions into revised guidelines for additional review by the P&T Committee, EC, information sessions for faculty, and final vote by the end of the fall semester | Douglas Murphy | |
| Introduction of the OSPAN (Office of Sponsored Programs Administrative Network) Team 1 | Renee Rains | After July 1 |
| Collect information on CHP's diverse and unique needs for the new UAMS Faculty Service Center | Jan Shorey | TBD |
| CHP Alumni Survey | Douglas Murphy | May, 2017 |

Thematic Goal

Expand our consulting practice

Defining Objectives

Hire more great consultants

Increase advertising for consulting

Solicit more referrals from previous clients

Start doing free seminars

Improve quality of consulting materials

Standard Operating Objectives

Revenue

Client satisfaction

Staff morale

Expenses

Strength of pipeline

Lead flow