

College of Health Professions Executive Committee – Meeting Record

<b>DATE</b>	September 15, 2016	<b>FACILITATOR</b>	Douglas Murphy	<b>LOCATION</b>	Winters Conference Room, Administration West Building
<b>TIME</b>	8:30-9:30 am	<b>RECORDER</b>	Deborah Taylor	<b>GUESTS</b>	Julie Moretz Charlotte Gass, Angela Wilson

**ATTENDEES (✓ INDICATES ATTENDANCE)**

<input type="checkbox"/>	Amyl Amlani	<input checked="" type="checkbox"/>	Lori Williamson Dean	<input checked="" type="checkbox"/>	Suzanne Hansen	<input checked="" type="checkbox"/>	Susan Long	<input type="checkbox"/>	Mark Wallenmeyer
<input checked="" type="checkbox"/>	Tony Baker	<input checked="" type="checkbox"/>	Mitzi Efur	<input checked="" type="checkbox"/>	Karen Hunter	<input checked="" type="checkbox"/>	Douglas Murphy	<input checked="" type="checkbox"/>	Edward Williams
<input checked="" type="checkbox"/>	Danny Bercher	<input checked="" type="checkbox"/>	Phyllis Fields	<input type="checkbox"/>	John Jefferson	<input checked="" type="checkbox"/>	Cindy Saylor	<input checked="" type="checkbox"/>	Bill Woodell
<input checked="" type="checkbox"/>	Erna Boone	<input checked="" type="checkbox"/>	Reza Hakkak	<input type="checkbox"/>	Tom Jones	<input checked="" type="checkbox"/>	Kathy Trawick	<input type="checkbox"/>	

**AGENDA**

**MEETING RECORD**

Time	Item	Presenter	Main Points / Discussion
8:30	I. Announcements	Varies	<ol style="list-style-type: none"> <li>1. Department annual reports due October 1; "blanks" will be sent by September 12</li> <li>2. Reminder: Political activity – It is unlawful for employees to use university facilities, equipment, or services for political purposes, and employees may not identify themselves as UAMS employees when participating in political activities.</li> <li>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.</li> <li>4. The new Policy and Procedures page is found at: <a href="http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/">http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/</a></li> <li>5. Alumni Weekend 2017 features departments: Genetic Counseling, Health Information Management, and Radiologic Imaging Sciences</li> </ol>
8:35	II. PFCC Efforts and Benefit for Programs and Students	Julie Moretz	The PFCC office would like to partner with CHP to have patient advisors for our programs. They would take part in the student selection process and interview. This would provide a diversity of perspectives that can improve the interview process. The programs would participate in the selection of their patient advisor. The programs will track the advisor hours and send that information to Julie's office. Chairs were asked to send Douglas and Susan feedback for qualities their patient advisors should have.
8:45	III. Degree Plans and Transfer Credits	Charlotte Gass Angela Wilson	Charlotte and Angela went through the transfer credit approval form which is now modified for exceptions only (the UAMS Transfer Credit – Pseudo Courses list is attached). They also discussed degree plans and degree audits. The degree audit now replaces the degree form. Students will be able to log in and see their degree audit at any time, so the onus is on them to start the process if their audit is missing credits. Departments need to make sure they have an academic adviser for each of their students. Angela will contact and meet with each program director to review their degree audit templates as she finishes them. Our recruiter will meet with our feeder institutions to make sure they have all prerequisite information and the advisors manual.
	IV. Degree Time Limit Policy Draft	Douglas Murphy	Will discuss in next meeting
9:30	Adjourn		

**ACTION PLAN**

<b>Action Item</b>	<b>Owner</b>	<b>Target Date</b>
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

## UAMS Transfer Credit - Pseudo Courses

Subject	Catalog	Descr	Course ID	Career
XACCT	9001	Principles of Accounting I	015000	UGRD
XACCT	9002	Principles of Accounting II	015001	UGRD
XACCT	9003	XACCT General	015110	UGRD
XANTH	9001	Introduction to Anthropology	015002	UGRD
XANTH	9002	Cultural Anthropology	015003	UGRD
XANTH	9003	XANTH General	015111	UGRD
XARTA	9001	Art Appreciation	015004	UGRD
XARTA	9002	Art History Survey I	015005	UGRD
XARTA	9003	Art History Survey II	015006	UGRD
XARTA	9004	XARTA General	015112	UGRD
XBIOL	9001	Biology for Non-Majors	015007	UGRD
XBIOL	9002	Biology for Majors	015008	UGRD
XBIOL	9003	Botany for Non-Majors	015009	UGRD
XBIOL	9004	Botany for Majors	015010	UGRD
XBIOL	9005	Zoology	015011	UGRD
XBIOL	9006	Introductory Microbiology	015012	UGRD
XBIOL	9007	Human Anat & Physiology I	015013	UGRD
XBIOL	9008	Human Anat & Physiology II	015014	UGRD
XBIOL	9009	XBIOL General	015113	UGRD
XBLAW	9001	Legal Environment of Business	015015	UGRD
XBLAW	9002	XBLAW General	015114	UGRD
XBUS	9001	Introduction to Business	015016	UGRD
XBUS	9002	Keyboarding	015017	UGRD
XBUS	9003	Business Communications	015018	UGRD
XBUS	9004	Business Statistics	015019	UGRD
XBUS	9005	XBUS General	015115	UGRD
XCHEM	9001	Chemistry I - Gen Education	015020	UGRD
XCHEM	9002	Chemistry I - Health Rel Prof	015021	UGRD
XCHEM	9003	Chemistry II - Health Rel Prof	015022	UGRD
XCHEM	9004	Chemistry I - Science Majors	015023	UGRD
XCHEM	9005	Chemistry II - Science Majors	015024	UGRD
XCHEM	9006	XCHEM General	015116	UGRD
XCHPG	9001	CHPG General	015025	GRAD
XCHPU	9001	CHPU General - Lower Division	015026	UGRD
XCHPU	9002	CHPU General - Upper Division	015027	UGRD
XCHPU	9003	XCHPU General	015117	UGRD
XCOM	9001	COM General	015028	MEDI
XCONG	9001	CONG General	015029	GRAD
XCONU	9001	CONU General - Lower Division	015030	UGRD
XCONU	9002	CONU General - Upper Division	015031	UGRD
XCONU	9003	XCONU General	015118	UGRD
XCONV	9999	Converted TC - Courses	015145	UGRD
XCONV	9999	Converted TC - Courses	015145	GRAD
XCONV	9999	Converted TC - Courses	015145	MEDI

## UAMS Transfer Credit - Pseudo Courses

XCONV	9999	Converted TC - Courses	015145	PHAR
XCONV	9999	Converted TC - Courses	015145	PHAS
XCOP	9001	COP General	015032	PHAR
XCOPH	9001	COPH General	015033	GRAD
XCPSI	9001	Introduction to Computers	015034	UGRD
XCPSI	9002	XCPSI General	015119	UGRD
XCRJU	9001	Intro to Criminal Justice	015035	UGRD
XCRJU	9002	XCRJU General	015120	UGRD
XDRAM	9001	Theatre Appreciation	015036	UGRD
XDRAM	9002	XDRAM General	015121	UGRD
XECON	9001	Principles of Macroeconomics	015037	UGRD
XECON	9002	Principles of Microeconomics	015038	UGRD
XECON	9003	XECON General	015122	UGRD
XENGL	9001	Composition I	015039	UGRD
XENGL	9002	Composition II	015040	UGRD
XENGL	9003	Intro to Creative Writing	015041	UGRD
XENGL	9004	Intro to Technical Writing	015042	UGRD
XENGL	9005	World Literature I	015043	UGRD
XENGL	9006	World Literature II	015044	UGRD
XENGL	9007	Western Literature I	015045	UGRD
XENGL	9008	Western Literature II	015046	UGRD
XENGL	9009	American Literature I	015047	UGRD
XENGL	9010	American Literature II	015048	UGRD
XENGL	9011	British Literature I	015049	UGRD
XENGL	9012	British Literature II	015050	UGRD
XENGL	9013	XENGL General	015123	UGRD
XFREN	9001	French I	015051	UGRD
XFREN	9002	French II	015052	UGRD
XFREN	9003	French III	015053	UGRD
XFREN	9004	French IV	015054	UGRD
XFREN	9005	XFREN General	015124	UGRD
XGEOG	9001	Introduction to Geography	015055	UGRD
XGEOG	9002	Human Geography	015056	UGRD
XGEOG	9003	World Regional Geography	015057	UGRD
XGEOG	9004	Cultural Geography	015058	UGRD
XGEOG	9005	Physical Geography	015059	UGRD
XGEOG	9006	XGEOG General	015125	UGRD
XGEOL	9001	Physical Geology	015060	UGRD
XGEOL	9002	Environmental Geology	015061	UGRD
XGEOL	9003	Historical Geology	015062	UGRD
XGEOL	9004	XGEOL General	015126	UGRD
XGERM	9001	German I	015063	UGRD
XGERM	9002	German II	015064	UGRD
XGERM	9003	German III	015065	UGRD
XGERM	9004	German IV	015066	UGRD

## UAMS Transfer Credit - Pseudo Courses

XGERM	9005	XGERM General	015127	UGRD
XGRAD	9001	GRAD General	015067	GRAD
XHEAL	9001	Personal Health	015068	UGRD
XHEAL	9002	XHEAL General	015128	UGRD
XHIST	9001	World Civilizations I	015069	UGRD
XHIST	9002	World Civilizations II	015070	UGRD
XHIST	9003	Western Civilization I	015071	UGRD
XHIST	9004	Western Civilization II	015072	UGRD
XHIST	9005	United States History I	015073	UGRD
XHIST	9006	United States History II	015074	UGRD
XHIST	9007	XHIST General	015129	UGRD
XMATH	9001	College Math	015075	UGRD
XMATH	9002	College Algebra	015076	UGRD
XMATH	9003	Plane Trigonometry	015077	UGRD
XMATH	9004	Pre-Calculus	015078	UGRD
XMATH	9005	Introduction to Statistics	015079	UGRD
XMATH	9006	Survey of Calculus	015080	UGRD
XMATH	9007	Calculus I	015081	UGRD
XMATH	9008	Calculus II	015082	UGRD
XMATH	9009	Calculus III	015083	UGRD
XMATH	9010	XMATH General	015130	UGRD
XMEDT	9001	Medical Terminology	015084	UGRD
XMEDT	9002	XMEDT General	015131	UGRD
XMKTG	9001	Principles of Marketing	015085	UGRD
XMKTG	9002	XMKTG General	015132	UGRD
XMUSC	9001	Music Appreciation	015086	UGRD
XMUSC	9002	XMUSC General	015133	UGRD
XNUTR	9001	Nutrition	015087	UGRD
XNUTR	9002	XNUTR General	015134	UGRD
XPHIL	9001	Intro to Critical Thinking	015088	UGRD
XPHIL	9002	Philosophy	015089	UGRD
XPHIL	9003	XPHIL General	015135	UGRD
XPHSC	9001	Physical Science	015090	UGRD
XPHSC	9002	Earth Science	015091	UGRD
XPHSC	9003	Introduction to Astronomy	015092	UGRD
XPHSC	9004	XPHSC General	015136	UGRD
XPHYS	9001	Algebra/Trig-Based Physics I	015093	UGRD
XPHYS	9002	Algebra/Trig-Based Physics II	015094	UGRD
XPHYS	9003	Calculus-Based Physics I	015095	UGRD
XPHYS	9004	Calculus-Based Physics II	015096	UGRD
XPHYS	9005	XPHYS General	015137	UGRD
XPLSC	9001	American National Government	015097	UGRD
XPLSC	9002	State and Local Government	015098	UGRD
XPLSC	9003	XPLSC General	015138	UGRD
XPSYC	9001	General Psychology	015099	UGRD

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XPSYC	9002	Developmental Psychology	015100	UGRD
XPSYC	9003	XPSYC General	015139	UGRD
XSOCI	9001	Introduction to Sociology	015101	UGRD
XSOCI	9002	Social Problems	015102	UGRD
XSOCI	9003	XSOCI General	015140	UGRD
XSPAN	9001	Spanish I	015103	UGRD
XSPAN	9002	Spanish II	015104	UGRD
XSPAN	9003	Spanish III	015105	UGRD
XSPAN	9004	Spanish IV	015106	UGRD
XSPAN	9005	XSPAN General	015141	UGRD
XSPCH	9001	Intro to Oral Communication	015107	UGRD
XSPCH	9002	XSPCH General	015144	UGRD
XSTAT	9001	Introductory Statistics	015108	UGRD
XSTAT	9002	XSTAT General	015143	UGRD

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## **Policy Rationale and Background**

Students admitted to College of Health Professions programs must complete certificate and degree requirements in a timely manner to assure that they are competent according to contemporary standards of scientific knowledge and clinical practice. The purpose of this policy is to establish time limits for degree plans and procedures for extending time limits in extenuating circumstances.

### **Scope**

This policy applies to students enrolled in any full-time and part-time certificate and degree program offered by the College of Health Professions.

### **Policy**

Degree Time Limit – Students admitted to College of Health Professions' certificate and degree programs must complete the program within two (2) years beyond the published time to degree for the programs. The time limit includes time spent on an approved leave of absence, on suspension imposed by the faculty, or time not actively enrolled in courses.

Time Limit Extension – Students may apply for one one-year extension of the degree time limit in extenuating circumstances by submitting a Degree Time Limit Extension Form to the director of the student's certificate or degree program. The director will review the request and submit a recommendation to the associate dean for academic affairs who will decide whether to grant the extension and, if an extension is granted, whether conditions may apply. The associate dean for academic affairs will notify the student and the program director of the decision. A time limit extension expires one year from the date of the original time limit. No additional extensions will be granted.

Notification and Failure to Complete Degree Requirements – Students approaching the certificate or degree time limit will be notified by the Office of the Dean at least one year in advance of the limit that they must complete certificate or degree by the date of the time limit expiration. A copy of the notification will be sent to the program director.

Students who do not complete program requirements within the time limit or are not granted an extension will be administratively withdrawn from the program. They may re-apply for admission to the program and, if re-admitted, will adhere to the current degree plan and time limit that applies to the plan.

### **Effective Date**

This policy will take effect on July 1, 2017.

### **Approval**

This policy was approved by the College of Health Professions Executive Committee on [DATE].