

College of Health Professions Executive Committee – Meeting Record

DATE	December 1, 2016	FACILITATOR	Douglas Murphy	LOCATION	Winters Conference Room, Administration West Building
TIME	8:30-9:30 am	RECORDER	Deborah Taylor	GUESTS	Lea Mabry, Director of Continuing Education

ATTENDEES (✓ INDICATES ATTENDANCE)

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

AGENDA

MEETING RECORD

Time	Item	Presenter	Main Points / Discussion
8:30	I. Announcements	Varies	<ol style="list-style-type: none"> Dates of Importance for Spring 2017 (included in "Dates to Remember" found at: http://healthprofessions.uams.edu/faculty-and-staff/dates-to-remember/) <ul style="list-style-type: none"> Early registration: November 14-22, 2016 Regular registration: December 12, 2016 through January 3, 2017 UAMS official first day: January 3, 2017 Late registration: January 4-9, 2017 Holiday Open House: Tuesday, December 6, 3:00-4:30 Requests to transfer Emergency Medical Sciences and Surgical Technology programs to UA Pulaski Tech have been sent to the UA Board of Trustees (BOT); will be on the BOT's January 25 meeting agenda Reminder: Department office <u>live phone coverage</u> must be provided during UAMS regular business hours between semesters. Make arrangements now for live phone coverage.
8:35	II. Continuing Education Services	Lea Mabry	Lea spoke to the EC about removing possible barriers or obstacles to increase CHP participation in the centralized UAMS Continuing Education. Her office can help with event planning and instructional design with a fee to cover their costs. They will have a centralized calendar with all departments' activities listed including contact information. They can also help with grant applications if legislative activity is requiring more hours of training. Most questions during the meeting dealt with applying revenue to the cost of putting on the CE activity. Lea asked that programs initiate contact with her office to explore funding opportunities and other ways her office can help our college.
	III. Future Prospects and Pressures for the College	Douglas Murphy	In response to major changes in healthcare and education in academic health centers, some of the things the college will need to include: Direct involvement of faculty and staff in recruitment along with new strategies. Increase scrutiny of quality graduation rates, board exam pass rates, attrition (need sound remediation practices). Increased faculty scholarship needs support form chairs and faculty. The EC will continue the conversation in future meetings
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