

College of Health Professions Executive Committee – Meeting Record

<b>DATE</b>	December 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>	Susan McDougal, Clinical Pastoral Education

**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	✓ Linda Haubenstein

**AGENDA**

**MEETING RECORD**

Time	Item	Presenter	Main Points / Discussion
8:30	I. Announcements	Varies	<ol style="list-style-type: none"> <li>Dates of Importance for Spring 2017 (included in “Dates to Remember” found at: <a href="http://healthprofessions.uams.edu/faculty-and-staff/dates-to-remember/">http://healthprofessions.uams.edu/faculty-and-staff/dates-to-remember/</a>) <ul style="list-style-type: none"> <li>Regular registration: December 12, 2016 through January 3, 2017</li> <li>UAMS official first day: January 3, 2017</li> <li>CHP official first day: January 11, 2017</li> <li>Late registration: January 4-9, 2017</li> </ul> </li> <li>Reminder: Department office <u>live phone coverage</u> must be provided during UAMS regular business hours between semesters. (a) Make arrangements now for live phone coverage. (b) Let Deborah Taylor know who will be answering phones for your department if your administrative assistant will be on vacation.</li> <li>We need a college representative for the UAMS Rockefeller Distinguished Lectureship Committee for the 2017-2022 term (6 years); contact Dr. Murphy if you are interested</li> <li>Department budget meetings will be held between Monday, January 16 and Tuesday, January 31, 2017. Contact Deborah Taylor to schedule.</li> <li>Phonathon dates: February 27-28 with backup dates of March 6-7 (in case of inclement weather)</li> <li><b>Chancellor’s Diversity Committee To Showcase Service Projects — Submissions Requested</b> As part of UAMS’ commemoration of the legacy of Dr. Martin Luther King Jr., the Chancellor’s Diversity Committee is inviting departments, committees, student groups and individuals to showcase community service projects that they were involved in during 2016. These service projects will be recognized during the event, “UAMS Serves: Celebrating the Legacy of Dr. Martin Luther King Jr.” on Jan. 18. The Honorable Wendell Griffen will be the keynote speaker and special entertainment will be provided by children from Booker Arts Magnet Elementary School. <b>CHP student groups wanting to showcase their service projects should provide photos and poster information to their faculty sponsor, who will then review and approve the submission before sending to Mindy Stout (<a href="mailto:MMStout@uams.edu">MMStout@uams.edu</a>) in Creative Services. Deadline is no later than Jan. 4, 2017. The faculty sponsor should copy Odette Woods (<a href="mailto:OBWoods@uams.edu">OBWoods@uams.edu</a>) when submitting the information. The posters will be displayed at the event and around campus. If photos are used, faculty sponsors should make sure photo release paperwork is on file and be mindful of the fact that, if school children are in any photograph, their faces cannot be shown.</b></li> </ol>

8:35	II. Continuation of Discussion Regarding Future Prospects and Pressures	Douglas Murphy Susan McDougal	Chaplain Susan McDougal led the discussion No meeting notes were kept and no business was conducted.
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