**Program Name**

**Implementation and Logistics Meeting**

Meeting Date, Time, and Location

1. Introductions and Program Administration (Who does what?)
2. Program Overview and Key Information
   1. Degree/Certificate Awarded: \_\_\_\_\_
   2. Named Option (if applicable): \_\_\_\_\_
   3. Program Format: \_\_\_\_\_
   4. Tuition Structure: \_\_\_\_\_
   5. Segregated Fees (Y/N): \_\_\_\_\_
   6. Term of First Enrollment: \_\_\_\_\_
3. Student Experience
   1. Marketing and Recruiting
      1. Websites/Webpages
         * Program or Department Page
         * DCS Page (if applicable)
         * Guide Pages
      2. Marketing and Recruitment Plans
         * Salesforce Training? (131/program revenue programs only)
   2. Application and Admissions
      1. RO Program Codes: \_\_\_\_\_
      2. Admission Terms: \_\_\_\_\_
         * Rolling Admission or Hard Stop: \_\_\_\_\_
      3. International Students & I-20 Documents: \_\_\_\_\_
      4. Application Deadlines: \_\_\_\_\_
      5. Supplemental application (Y/N): \_\_\_\_\_
         * Graduate Programs: If yes, submit to Debbie Klimek (cc: Judy Bauman)
         * Capstones: If yes, submit to Karen Ripley and Ace Hilliard
      6. Letters of Recommendation (Y/N/#): \_\_\_\_\_
   3. Advising
      1. Student Services
      2. Career Services
      3. Course Access Review (i.e., do any existing courses need a Lumen Courses proposal to enable student access)?
   4. 131/Program Revenue Implementation Components (if applicable)
      1. TA/RA/PA
      2. Financial Aid
   5. DARS Encoding (undergraduate programs and capstone certificates)
   6. GSTS (graduate programs)
   7. Completion and Award of Credentials
   8. Student Learning Assessment
      1. Program Learning Outcomes
      2. Assessment Plan
      3. Annual Assessment Reporting
   9. Program Review
      1. Graduate School 3-year Check-In (if applicable): \_\_\_\_\_
      2. Five-Year Review of New Programs: \_\_\_\_\_
      3. Ten-Year Review of Continuing Programs
4. Other Questions or Issues

**Suggested Invitee/Participant List:**

* Department
  + Chair and any other key faculty
  + Advisor and any other key academic staff
* School/College Administration
  + Associate Dean for Academic Affairs
  + Academic Planner
  + Financial Officer (for 131/revenue programs)
* Registrar’s Office
  + Will Lipske, Associate Registrar for Academic Services
  + Eric McKay, Assistant Registrar for Degree Audit and Academic Programs
  + Jen Brown, Lumen Functional Administrator
  + DARS encoder (undergraduate and capstone certificates only, email [dars@em.wisc.edu](mailto:dars@em.wisc.edu) for specific contact)
* Office of Financial Aid (if program has complex financial aid considerations)
  + John Dreger, Policy and Planning Analyst
  + Shane Maloney, Associate Director for Federal Awards
* Academic Planning and Institutional Research
  + Jocelyn Milner, Associate Provost
  + Michelle Young, Senior Academic Planner
  + Karen Mittelstadt, Academic Planner
  + Melissa Schultz, Academic Planner
* Graduate School (for graduate programs)
  + Parmesh Ramanathan, Associate Dean
  + Jenna Alsteen, Assistant Dean
  + Judy Baumann, Director of Admissions
  + Meleah Cue, Admissions and Academic Services Coordinator
  + Emily Reynolds, Academic Planning Specialist
* Division of Continuing Studies (for 131/revenue programs)
  + Alissa Oleck, Project Manager, Program Implementation
  + PDC Project Manager
  + Ace Hilliard, Adult Career and Special Student Services (for capstone certificates)
  + Karen Ripley, Adult Career and Special Student Services (for capstone certificates)
* Bursar’s Office (for non-pooled programs)
  + Laura Rader, Director of Student Accounting and Operations
  + Ginger Perkins, Director of Student Accounts and Collections
  + Ina Dick, Tuition Assessment Specialist
* Madison Budget Office (for non-pooled programs)
  + Jennifer Klippel, Director
  + Andrew Johnson, Budget Planner
* Office of Admissions & Recruitment (for undergraduate programs)