**Program Name**

**Implementation and Logistics Meeting**

Meeting Date, time and location

Topics:

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:
	5. Seg fees:
	6. First enrollments:
3. The student experience
	1. Marketing & Recruiting Prospects
		1. Websites/webpages
			* Program or department page
			* DCS page
			* Guide pages
		2. Marketing & Recruitment plans
			* Salesforce training? (program revenue programs only)
	2. Application and Admissions
		1. RO program codes:
		2. Admission terms:
			* Rolling 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-how many?
	3. Advising
		1. Student services
		2. Career services
	4. Program Revenue Implementation Components (if applicable)
		1. TA/RA/PA
		2. Financial Aid
	5. DARS encoding (undergraduate programs and Capstones)
	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:
		2. Five-year review of new programs:
		3. Ten-year review of continuing programs
4. Other questions or issues? Now is the time when everyone is in the room.

Participants:

* 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 revenue programs)
* Registrar’s Office
	+ Will Lipske, Associate Registrar for Curricular and Academic Management Services
	+ Eric McKay, Assistant Registrar for Degree Audit and Academic Programs
	+ Jen Brown, Lumen Functional Administrator
	+ Sharon Sumner, Enrollment Management
* 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 & 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 non-pooled/revenue/131 programs)
	+ Alissa Oleck, Project Manager, Program Implementation
	+ PDC Project Manager
	+ Ace Hilliard, Adult Career and Special Student Services (for capstone programs)
	+ Karen Ripley, Adult Career and Special Student Services (for capstone programs)
* Bursar’s Office (For non-pooled/revenue/131 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/revenue/131 programs)
	+ Jennifer Klippel, Director
	+ Andrew Johnson, Budget Planner
* Office of Admissions & Recruitment (for undergraduate programs)