**Implementation and Logistics Meeting**

<DATE>

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
	+ RO DARS Encoder (specific individual to be determined based on S/C of the new program, not part of GRAD/Professional School implementation meetings)
* 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
	+ Amy Kuether, Director, Academic Services
	+ Emily Reynolds, Academic Planning Specialist
* Division of Continuing Studies (for non-pooled or AYC programs)
	+ Alissa Oleck, Production Manager, Educational Innovation
	+ Marty Gustafson, Assistant Dean
* Bursar’s Office (For non-pooled/revenue/131 programs)
	+ Laura Rader, Director of Student Accounting and Operations
	+ Ginger Perkins, Director of Student Financial Services and Collections
	+ Fariba Kiani-Anaraki, Assistant Bursar
	+ Tip Vandall, SIS Student Financials Functional Lead
* Madison Budget Office (For non-pooled/revenue/131 programs)
	+ Jennifer Klippel, Director
	+ Andrew Johnson, Budget Planner

Purpose of meeting: *Discussion of implementation of the [academic program]*

Topics:

1. Introductions and Program Administration: who does what?
2. The student experience:
	1. Communication
		1. Website
		2. Guide Updates
		3. Advising
	2. Recruiting and Prospects
	3. Application and Declaration
		1. RO program codes
		2. Tuition and item type form
		3. Program Revenue Implementation Components (if applicable)
		4. Application deadlines
		5. Online declaration form and processes

d. DARS encoding – for undergraduate programs and Capstones

e. Completion and Award of Credentials

f. Other questions/issues?

g. Student Learning

* + 1. Learning Outcomes, Curricular Map, Assessment Plan
		2. Other questions?
1. Planning Ahead:
	1. Program Review – due 5 years after implementation (DATE)
		1. Program monitoring – exceptions, data requests, etc.
		2. Assessment of student learning – annual processes
2. Other issues? Now is the time when everyone is in the room.