



Tomorrow's Doctors, Tomorrow's Cures®

Group on Student Affairs

Professional Development Conference for Medical School Student Records Administrators

Student Records Administrators 2009: The Emerging/Evolving Role of the Registrar- Keeping it Relevant & Fresh

June 25-28, 2009
Harbor Beach Marriot Resort & Spa
Ft. Lauderdale, Fla.

Association of
American Medical Colleges

Agenda

Thursday, June 25

1:00 – 5:00 pm Registration/Information

3:00 – 3:15 pm **Opening Welcome**

Karen A. Lewis, M.S., Chair, GSA-Committee on Student Records
Assistant Vice President for Enrollment Management
Student Services and Registrar
Meharry Medical College

Robert Witzburg, M.D., Chair, GSA-Committee on Admissions
Associate Dean and Director of Admissions
Boston University
School of Medicine

3:15 – 4:30 pm

Opening Plenary
Driving the Student Experience through Great Internal Service

Presenter:

Jeffrey Kober

President, Performance Journeys
CEO, World Class Benchmarking

This session showcases how great organizations like Disney, Nordstrom, and Ritz-Carlton create great customer experiences by paying attention to the employee experience. Here you'll see how critical it is to walk in the shoes of others; understand and exceed the needs of others, and be a service hero to those around you. You'll learn how impacting the service culture internally within your organization can create a great experience for your students on campus.

4:45 – 5:00pm

Change clothing for team building activity

5:00 – 5:45 pm

Team Building Activity

6:00 – 7:00 pm

Opening Reception

Free Evening

Dinner on your own

Friday, June 26

7:00 – 7:50 am

Joint Breakfast with Admissions Officers

8:00 – 9:30 am

Plenary Session

From Medical School Admissions to Fixing our Health Care System: The Challenge of the Decade

Moderator:

Karen A. Lewis, M.S., Chair, GSA-Committee on Student Records

Assistant Vice President for Enrollment Management

Student Services and Registrar

Meharry Medical College

Presenter:

Darrell G. Kirch, M.D.

President and CEO

Association of American Medical Colleges

Once matriculated, students face a maze of obstacles ranging from record high levels of debt to major forces pushing them toward certain specialties and away from primary care. These issues are of great importance to the AAMC, and Dr. Kirch will discuss how they interact with even larger challenges in our health care system. Most importantly, he will outline the steps that must be taken now to create a more sustainable situation for medical students and for the future of health care in our nation.

9:45 am – 12:00 pm

Plenary Session

Registrar 101 (including FERPA)

Presenters:

Karen A. Lewis, M.S., Chair, GSA-Committee on Student Records

Assistant Vice President for Enrollment Management

Student Services and Registrar

Meharry Medical College

Chris Meiers

Assistant Dean of Students

Registrar

University of Kansas School of Medicine

Friday, June 26 (continued)

The first part of the session will focus on the fundamental issues as the role of a medical school registrar, information resources for the registrar, and how an effective registrar can make an impact on the administration of an institution. The AAMC's Handbook for Student Records Administrators will also be covered.

The second part of the session will provide an overview of the Family Educational Rights and Privacy Act, how to ensure institutional compliance, and the important new 2008 regulations changes to FERPA.

Free Afternoon/Evening Dinner On your Own

Saturday, June 27

7:00 – 8:00am **Joint Breakfast with Admissions Officers**

8:00 – 9:00 am **Plenary Session**
LCME Accreditation Standards Regarding Admissions and Student Records

Moderator:

Robert A. Witzburg, M.D.
Associate Dean and Director of Admissions
Boston University School of Medicine

Presenter:

Robert Sabalis, Ph.D.
Director, LCME Surveys & Team Training
LCME Assistant Secretary
Association of American Medical Colleges

This session will provide a brief, but comprehensive “guided tour” of the Liaison Committee on Medical Education (LCME): its mission and membership; new LCME standards effective on July 1, 2008 and July 1, 2009; initiation of a new accreditation action entitled “warning of probation;” definitions of LCME vocabulary; updated information about frequency and clusters of noncompliance findings resulting from full survey visits; and areas of recent interest to the LCME.

9:00 – 10:00 am **Plenary Session**
Criminal Background Checks

Presenters:

Steven T. Case, Ph.D.
Associate Dean for Admissions
University of Mississippi School of Medicine

Stephen Fitzpatrick
Senior Director, Application Services
Association of American Medical Colleges

This session will review the history and rationale of why institutions do criminal background checks, review the results of the criminal background

Saturday, June 27 (continued)

check pilot study, and consider how both applicants and medical schools will deal with information gathered during criminal background checks.

10:00 – 10:15 am Refreshment Break

10:15 – 10:45 am **Mini Session**
Presentation of Registrar’s Survey Results

Presenters:

Lindsay Brewer
Research Analyst
Association of American Medical Colleges

Gwen Garrison
Director, Student & Applicant Studies
Association of American Medical Colleges

This mini session will discuss the results of the Student Records System (SRS) Registrar and User Survey.

10:45 am – 12:00 pm **Plenary Session**
Student Records System (SRS) – Functionality & Utilization

Presenters:

Lindsay Brewer
Research Analyst
Association of American Medical Colleges

Gwen Garrison
Director, Student & Applicant Studies
Association of American Medical Colleges

This session will include a functionality demonstration of the Student Records System (SRS), followed by a brief description of SRS as a data hub.

12:00 – 1:30 pm **Joint Lunch with Admissions Officers**
Student Information System (SIS) & Online Evaluations
Roundtables

Saturday, June 27 (continued)

1:30 – 3:00 pm

Plenary Session

Visiting Student Application Service (VSAS) – Functionality & Utilization

Presenter:

Melissa Donner

Manager, Visiting Student Application Service
Association of American Medical Colleges

This session will provide a look at VSAS usage data for 2009-2010 and will include a discussion with host schools about their "lessons learned" and ideas for enhanced utilization in the future.

3:00 – 3:15 pm

Refreshment Break

3:15 – 4:30 pm

Plenary Session

The Emerging/Evolving Role of the Registrar – Keeping it Relevant & Fresh

Presenter:

Chris Meiers

Assistant Dean of Students
Registrar
University of Kansas School of Medicine

Even though the historical role of the registrar to record and protect the integrity of an institution's academic records has and will not change, the profession has been undergoing a transformation from a strictly clerical position to a professional position that is integral to the operation of an academic institution. This session will discuss the attributes of information technology responsibilities, administrative skills, and educational opportunities that effective registrars need today.

Free Evening

Dinner on your Own

Sunday, June 28

7:45 – 8:45 am

Joint Breakfast/General Session **Electronic Data Management: Doing More with Less**

Moderator:

Robert F. Ruiz
Director of Admissions
University of Michigan Medical School

Presenters:

Judi Lehman
Admissions Process Coordinator
University of Iowa Roy J. and Lucille A. Carver College of Medicine

Bill Rush
Management Specialist
University of Cincinnati College of Medicine

Chris Meiers
Assistant Dean of Students
Registrar
University of Kansas School of Medicine

Don't let the recession get you down! Technology and thinking outside of the box can help you maintain a quality process and manage a more efficient admissions process. Come prepared to share some of your favorite tips for streamlining and enhancing services provided applicants.

9:00 – 10:00 am

Plenary Session **Campus Identification and Enrollment Mapping Model**

Presenter:

Kirke Lawton
Director, Enterprise Data Services
Association of American Medical Colleges

An increasing number of medical schools have students at multiple campuses or participating in variety of degree programs. Historically, the AAMC's service programs and data systems have not handled these complexities consistently. This session will explain the AAMC's vision for allowing each school to identify their campuses and MD programs and then have AAMC services operate accordingly. The Student Records System will be the

Sunday, June 28 (continued)

lynchpin of this new system, mapping students to campuses and programs for the benefit of all other student-oriented programs and surveys including VSAS, Careers in Medicine, the Graduation Questionnaire, ERAS, and LCME surveys. Please join us to learn about this proposal and to offer your feedback and suggestions.

10:15 – 11:15 am

Plenary Session
System-Wide Data Sharing/IPEDS

Presenter:

Gwen Garrison
Director, Student & Applicant Studies
Association of American Medical Colleges

11:15 am – 12:00 pm

Hot Topics and Meeting Wrap-Up

Facilitator:

Karen A. Lewis, M.S. Chair, GSA-Committee on Student Records
Assistant Vice President for Enrollment Management
Student Services and Registrar
Meharry Medical College

12:00 pm

Conference Adjourns