



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

## **Group on Student Affairs**

### **Professional Development Conference for Medical Student Records Administrators**

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

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# Agenda

## Thursday, June 25

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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

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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)**

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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

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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

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**Saturday, June 27 (continued)**

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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 focus on the role of the Student Records System as a data hub followed by a brief functionality demonstration.

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

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**Saturday, June 27 (continued)**

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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**

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## Sunday, June 28

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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

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## **Sunday, June 28 (continued)**

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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**

## 2008-209 GSA – Committee on Student Records

### Chair

Karen Lewis, M.S. (2006-2007)<sup>1</sup>  
Assistant Vice President for Enrollment  
Management Student Services and Registrar  
Meharry Medical College

### Central Region

Chris Meiers (2005-2006)<sup>1</sup>  
Assistant Dean of Students & Registrar  
University of Kansas  
School of Medicine

### Northeast Region

Joan Monahan (2006-2007)<sup>1</sup>  
Registrar  
Dartmouth Medical School

### Southern Region

Rondel Frank (2008-2009)<sup>1</sup>  
Tulane University  
School of Medicine

### MAS

Sonia Beasley (2006-2007)<sup>1</sup>  
Office Manager, Student and Minority Affairs  
University of Maryland  
School of Medicine

### Western Region

Marvalee J. Hoffman (2008-2009)<sup>1</sup>  
Director of Records and Student Services  
Loma Linda University  
School of Medicine

### Immediate Past GSA National Chair

Georgette Dent, M.D.  
Associate Dean for Student Affairs  
University of North Carolina  
at Chapel Hill School of Medicine

### OSR

Jenny Guido (2008-2009)<sup>1</sup>  
University of North Dakota  
School of Medicine and Health Sciences

<sup>1</sup> (year of first appointment)

### Staff to GSA- Committee on Student Records:

Danielle J. Gregory  
Senior Administrative Associate, Student  
Affairs and Programs  
Association of American Medical Colleges

Henry Sondheimer, M.D.  
Senior Director, Student Affairs and Programs  
Association of American Medical Colleges

## Future Meetings

### 2009

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**NEGSA Spring Meeting**

April 2-5  
Philadelphia, Pa.

**CGSA Spring Meeting**

April 15-19  
Chicago, Ill.

**SGSA Spring Meeting**

April 23-26  
Dallas, Texas

**WGSA Spring Meeting**

April  
Santa Fe, N.M.

**Admissions Officers Professional  
Development Conference**

June 25-28  
Ft. Lauderdale, Fla.

**Student Records Officers Professional  
Development Conference**

June 25-28  
Ft. Lauderdale, Fla.

**AAMC Annual Meeting**

November 6-11  
Boston, Mass.

### 2010

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**GSA/MAS/OSR National Spring Meeting**

April 17-21  
Austin, Texas

**AAMC Annual Meeting**

November 5-10  
Washington, D.C.