**Functional Support Offices Pre-launch Meeting**

After approval of the program by UCC, a pre-launch meeting must be held that will include those listed below. This meeting will be initiated and facilitated by eLearning OHIO.

*Contact: Director, student services, eLearning OHIO.*

The goal is to provide an opportunity for the academic unit to give an overview of the pending program and any unique needs and/or processes related to the administration of the program. Functional support offices will assure all plans for administrative processes are confirmed.

Setting: group meeting, often scheduled in Baker University Center or another centrally located meeting room on campus

Administrative Offices included:

- **Bursar**
  - *Invitees:* bursar (Sherry Downs), associate bursar (Kim Trout)
  - *Goal:* identify unique billing processes and/or tuition/fees associated with the program and how the uniqueness will be identified in the student information system

- **Registrar**
  - *Invitees:* registrar (Deb Benton), associate registrar (Patrick Beatty), associate registrar for technology (Bob Bulow), assistant registrar, registration services (Mike Wickham), catalog & scheduling (Mike Whitnable)
  - *Goal:* identify unique student characteristics, scheduling needs (i.e. unique course landing page, unique student group), reporting needs, major and/or pre-major coding questions

- **Admissions**
  - **Undergraduate Program**—*Invitees:* director (Candace Boeninger), senior associate director, transfer initiatives (Jessica Wright Stage), associate director, admissions/operations (Jessica Wright Stage)
  - **Graduate Program**—*Invitees:* director of student services (Katie Tadlock), records manager (Annette Love)
  - *Goal:* review of the admission criteria for the newly proposed program, review admission processes and timeline

- **Financial Aid**
  - *Invitees:* director (Valerie Miller), associate director, operations (Melissa Van Meter), assistant director, University Outreach (Lisa Butler)
  - *Goal:* information sharing(review of general financial aid processes

- **Institutional Research**
  - *Invitees:* associate director, Academic & Student Assessment (Joni Wadley)
Goal: information sharing, review of reporting implications of the new program

- eLearning OHIO
  - **Invitees:** director, eLearning Student Services (Carissa Anderson),
    director, Communication & Partnership Support (Linda Lockhart)
  - **Goal:** facilitate the meeting, provide overview of functional relationship between eLearning and the academic unit, serve as informational resource for all attendees

- Academic Program
  - **Invitees:** program coordinator/chair, project lead, etc.
  - **Goal:** provide overview of the proposed program and where it is in development/approval, engage in question/answer session with administrative offices. If appropriate, bring general program FAQs as a handout.

Questions frequently discussed/considered:

1. Will the program be available online and on-campus, or online only?
2. Does the program have a unique billing rate?
   a. If undergraduate: is the program going to be billed at the standard eCampus rate?
   b. If graduate: are there additional program fees?
   c. Have unique fees been approved or are they in process?
3. What are the admission requirements?
4. Do students need to be uniquely identified as an online student in this specific major? (Do the students need to be coded into a unique student group?)
5. Who will be providing student services? (i.e. advising, retention, course scheduling)
   a. eLearning OHIO
   b. Academic unit
6. What is the academic nature of the program?
   a. Undergraduate completion degree
   b. Undergraduate 2-year or 4-year
   c. Graduate—fully online
   d. Graduate—online with on-campus residency
7. What degree will students earn? Is this a new degree or a new major?
8. Where is the program in development/approval stage?
9. Were new courses created for this program? If so, will the courses be available to on-campus students and/or students in other majors?
10. Do courses need to appear on their own unique course offerings page? (For graduate programs—undergraduate eCampus programs all appear on the same link.)