

PURPOSE

This policy and procedure statement sets forth guidelines for conducting the annual faculty and student research forum (RF) in the College of Health Professions (CHP).

POLICY

1. The foundation of these guidelines is primarily based on the (1) Texas State University-San Marcos Mission Statement, (2) Texas State University-CHP Vision Statement, (3) CHP Mission Statement, and (4) CHP Faculty Committees document charge for the RF.
 - a. Vision Statement: The Texas State College of Health Professions will be a nationally recognized premier center for educating professionals in a broad array of health care and social service fields, increasing the knowledge, **research**, and community coalitions necessary to enhance and restore the health and well-being of the whole person and of society.
 - b. Mission Statement: The College of Health Professions educates and prepares health and social service professionals in a student centered learning environment. The College excels in teaching, **research**, and service while responding to the health, wellness, social service, and integrated delivery system needs of the state and nation. To accomplish this, the Texas State University's College of Health Professions unites faculty, students, the health care and social service communities, and consumer in coalitions that nurture the academic, scholarly, and service aspects of health care and social services.
 - c. The Faculty and Student RF Committee Charge shall be to plan and make arrangements for the CHP annual RF. The committee will select a Vice-Chair (Chair Elect) and will report to the Associate Dean of the CHP.

PROCEDURE

1. Pre-Forum
2. Overview: The Chair of the CHP-RF will schedule a planning meeting in the fall semester (usually, November) for the RF steering committee. The steering committee is composed of faculty members in the CHP and shall be appointed by the Dean (annually) upon recommendation of the respective department chairs. The committee will elect a Vice-Chair, or a member may volunteer, for that role. The Vice Chair will also be the Chair Elect, if the current Chair is stepping down after the present year. Additionally, if the Chair is stepping down after the present year, he/she will remain as a Past-Chair for *at least* the next year to serve in an advisory role until the cycle turns over. In the event that the Vice-Chair can not become the next Chair, the Dean will appoint a new Chair.

3. Scheduling and Preparation (Fall semester)

- a. The following agenda should be addressed at the *initial planning meeting* in the fall semester.
 1. Chair will welcome new members and present a basic overview of the RF (including example poster/oral abstracts, schedules, and other documents from past RF's).
 2. Selection of a Vice-Chair, if needed.
 3. Set the date for the RF in the Spring (historically, the RF has been in late March or late April to accommodate the clinical/internship schedules of various units). The committee should attempt to set the RF date with consideration for the CHP Annual Awards Ceremony date that is also held in the spring (typically, April). If this is possible, it will allow RF recognition of selected presentations in the CHP Awards Program. The RF Chair may contact the CHP Annual Awards Ceremony Chair prior to the RF planning meeting to allow for scheduling possibilities.
 4. Selection of an appropriate location for the RF. The committee should consider audiovisual needs and proximity for students and faculty.
 5. The Chair will confirm the selection of a date and venue with the Dean's office. Additionally, Vice-Chair will invite the Dean of the CHP (or an appropriate substitute) to open the RF with an introduction and welcome.
 6. Upon confirmation of the date and venue with the Dean's office, the Chair will publish the information about the CHP-RF by a college-wide email (usually sent by the Dean's office). The email will include attachments for a "Call of Abstracts" (Attachment I-Call for RF Abstracts) and "RF Announcement" (Attachment II-RF Announcement) that will include a committee agreed upon Abstract Deadline (usually late March). The Announcement (approved for posting) should also be posted in the CHP on each floor in visible areas and placed in Department Chair mailboxes. The email should be sent before the end of the fall semester to allow faculty the possibility of inclusion in their spring syllabi.
 7. Set a RF steering meeting date for early spring semester.

4. Scheduling and Preparation (Spring semester)

- a. The following agenda should be addressed at the spring RF steering committee meeting.
 1. The Chair will send out a reminder email (same email from the fall, see 3.03.1.6) during the first week of the semester.
 2. The Chair will explain the process for evaluation of poster/oral abstracts.
 3. As abstract submissions are sent to RF Chair by email, the author(s) will receive a return email notification of receipt from the RF Chair.
 4. The Chair is responsible for organization and distribution of the abstracts after the deadline for "Call for Abstracts" to each committee member. Briefly, each

steering committee member will grade the submitted abstracts (Attachment III-Abstract Proposal Review). Committee members will be allowed approximately 1-2 weeks to evaluate the abstracts (usually, late March to early April). The committee reserves the right to designate the most appropriate venue for each abstract (for instance, an oral platform request may be asked to be presented by poster). If this occurs, the author(s) will be notified ASAP to allow for timely changes.

5. The Chair will determine the “recognized” abstracts by tallying the total points on the committee evaluations. The abstracts chosen for recognition will be forwarded to the Vice-Chair for recognition certificates and letters to be prepared and signed by the CHP Dean.
6. The Chair will also forward the recognized abstracts to the Chair of the CHP Annual Awards Day Committee for consideration in that written program and possible recognition at the Awards Day event.
7. The Chair/Vice-Chair will create a schedule for the RF after the deadline for abstracts. The committee will have time to comment on the schedule and make changes. The schedule will be publicized by a confirmatory email to each abstract author/co-author, faculty advisor, and general faculty upon final confirmation by the committee.
8. The committee will review any other items for discussion/decision, especially venue arrangements and RF assignments (audio/visual needs, time-keepers, securing space in the CHP 2nd floor hallways for poster demonstrations, post-forum recognition certificates, newspaper/photographs on RF day, etc.).
9. Set a RF committee meeting date approximately one week prior to the RF date.
10. At the final RF committee meeting before the RF, the Chair will update the committee members of any last minute changes and/or recommendations.

5. RF Day (Spring semester)

- a. The RF will follow the schedule as confirmed by the steering committee (see 3.04.1.6).
 1. The agenda for the RF typically includes in this order: (1) welcome and introduction by the CHP Dean and RF Chair, (2) platform oral presentations by student, faculty, or a combination, (3) simultaneous poster presentations (typically posters are manned for an hour in the A.M. and then left on display for the rest of the day), and (4) closing remarks by the RF Chair.
 2. The committee can arrange for university photographs/newspaper coverage of RF (see 3.04.1.8).

6. Post-Forum (Spring Semester)

- a. The following agenda items should be addressed once the RF is complete and before the end of the spring semester.

1. Recognition of each poster presentation, oral platform presentation, and overall participation (co-authors, faculty advisors, etc.) by a letter from the RF Chair and Vice-Chair (example letters will be maintained electronically by current Chair). The “recognized” abstracts will also receive a certificate and letter from the CHP Dean’s Office (see 3.04.1.4).
2. Recognition of each RF committee member by a letter from the RF Chair and Vice-Chair.
3. The Chair will submit a Final Report to the Dean and Associate Dean before the end of the spring semester via an email attachment. The report should include the number of student and faculty abstracts submitted/presented, outstanding abstracts as ranked by the committee, and recommendations of successes/failures of the RF.
4. The Chair is responsible for maintaining electronic and/or written files with respect to allowing a transfer of leadership and historical past minutes to the incoming Chair.
5. If there will be a change of Chair (by stepping down or by Dean appointment), the Past Chair will initiate a meeting with the incoming Chair Elect (usually the Vice-Chair) on the upcoming RF. If possible, the Past Chair will remain on the committee in an advisory role for one year post Chair responsibilities (at the least, the Past Chair will be available for consultation by the current Chair).

7. Calendar

- a. The following calendar is approximate with respect to past CHP RF’s (see 3.01-3.06 for detailed information)
 1. October/November (initial RF planning meeting)
 2. November/December (RF Call for Abstracts/ Announcement)\
 3. January (Reminder Call for Abstracts / Announcement)
 4. February/March (Evaluation of Abstracts, notification of author(s), preparation for RF event)
 5. Late March/April (RF Day)
 6. April/May (Post Forum Recognition)
 7. May (Final Report to CHP Dean)
 8. Summer/Early Fall (if necessary, transition to new RF Chair)

MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS CHP/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

1. The Dean of the College of Health Professions shall review this PPS E2Y.
2. The current RF Chair will be available for consultation with respect to any information associated with this PPS.

CERTIFICATION STATEMENT

This CHP/PPS has been approved by the following individuals in his/her official capacity and represents College policy and procedures from the date of this document until superseded.

Reviewer: _____

Date: _____

Approved: _____
Ruth B. Welborn, Ph.D., Dean

Date: _____