Professional Faculty “Initial” Executive Committee Meeting
College of William & Mary
Wednesday, March 7, 2007  4:00-5:00 p.m.
Swem Library Administrative Conference Room

AGENDA:

4:00-4:15pm
1.  Welcome & introductions.
2.  Minutes taker?  How to handle minutes in the future?

4:15-4:30pm
3  Organizational “vision” questions:
   - What do we want the Professional Faculty organization to be?
   - How can we establish ourselves as a voice representing professional faculty?
   - How do we want to make decisions?
   - How do we want to be represented?
   - Other questions?

4:30-5:00pm
3.  Organizational practical topics:
   a.  Name of our organization and how to decide (i.e., have the membership vote)?
   b.  Membership:  restrict to only professional faculty?  allow anyone to attend meetings?  restrict officers and committee members to professional faculty?  include administrative faculty?
   c.  How to post or distribute the list of professional faculty?  Some members have asked for this so that all members can see who’s in the group.  Post names and/or job titles?  Privacy issues? Put the question before the whole group?
   d.  Recognition/endorsement by college Administration and Board of Visitors:  how and when to proceed?
   e.  Structure
      (1)  Governing board / officers
      (2)  Committees -- possibilities include:  bylaws; policies & procedures; restructuring; salaries; programs; others?
      (3)  General (full) membership meetings
           *Note:  report on membership meeting time survey*
   f.  How to select/elect board, officers, committee members and chairs?

5.  Other topics or issues?

6.  Next “Initial Executive Committee” meeting date, time, and location.