Professionals and Professional Faculty Assembly
MEETING
Tuesday, December 9, 2008  8:30-10:00am
Swem Library Ford Classroom (ground floor)

AGENDA

8:30-9:00am
1.  Welcome and introductions!
2.  Review and discussion of purpose of our new organization.
3.  Review of our Constitution and Bylaws.
4.  Quick review of immediate next steps – please see the 9:30-10:00am section below.

9:00-9:30am
5.  Provost Geoff Feiss:  remarks
6.  Questions/topics for the Provost:
   a.  Provost’s role with our group:  protocol; meetings; communication; etc.
   b.  W&M’s Strategic Plan:  how best to get more involved and contribute?
   c.  Representation on more College-Wide Committees, including Faculty University Priorities Committee
   d.  Board of Visitors -- ex-officio seat
   e.  PPF Handbook of Policies and Procedures – our role in creating this
   f.  Professional vs. Professional Faculty definitions and categorizations:  how the decisions will be made; how PPFs can have input and/or appeal

9:30-10:00am:  the new Assembly can decide which of the following issues to
tackle on December 9 and which to defer to the next meeting
7.  Identification of all full-time and part-time PPFs to include in listserv and voting
8.  1, 2, and 3-year terms:  how to decide [see Bylaws—Article IV, Section 7]
9.  Election of officers
10. Selection of committee chairs and at-large Executive Committee members
11. Setting PPFA goals and objectives
    Draft PPFA and PPF communication policies and procedures (see attached)
12. Setting meeting dates and times for:
    a.  PPFA (including a social event to get acquainted?)
    b.  PPF general meetings
    c.  Next meeting:  Date: ____________  Time: ________  Location: ____________