Professionals and Professional Faculty Assembly
MEETING
Thursday, December 18, 2008  8:30-10:00am
Swem Library Ford Classroom (ground floor)

AGENDA

8:30-9:00am

1.   Re-introductions!
2.   Review and approval of 12/9/2008 minutes.
3.   Election of officers: how to proceed

9:00-9:30am

4.   Appointment of Standing Committee chairs and two At-Large Members (by the
    officers): discussion [see Bylaws – Article I, Section 1(a)]
5.   1, 2, and 3-year terms: how to proceed [see Bylaws—Article IV, Section 7]

9:30-10:00am

6.   Administrative/organizational tasks:

   a.  Setting meeting dates and times for:
      •  PPFA officers: to choose rest of Executive Committee
      •  PPFA regular meetings
      •  Next PPFA meeting: Date: __________ Time:_______ Location: __________
      •  PPFA social event to get acquainted?
      •  PPFA Executive Committee regular meetings
      •  PPF general meetings

   b.  Selection of Standing Committee chairs and at-large Executive Committee
       members (as above): how PPFA members can express an interest in serving

   c.  Other committees needed now?

   d.  Communication tools: PPFA listserv and webpage; Blackboard discussion board;
       Blackboard to store documents; Blackboard or Opinio survey tools? Other?

   e.  PPFA paperwork (agendas, minutes, Bylaws, etc.): shall we order loose-leaf
       binders for each member? Other container?

   f.  Identification of all full-time and part-time PPFs to include in listserv and voting:
       update.

7.   Setting PPFA goals and objectives