Professionals and Professional Faculty Assembly
MEETING AGENDA
September 28, 2011 8:15-9:45am
Board of Visitors Board Room, Blow Memorial Hall

8:15-8:30am
I. Call to order and introduce guests.
II. Agenda: review and solicit new items.
III. Minutes from previous meeting: review and report on action points; approve.

8:30-9:25am
IV. PPFA’s goals and objectives:
   A. Review draft; add/delete/revise.
   B. Link to the W&M Strategic Plan
   C. Prioritize: what can we reasonably achieve this year? which goals and objectives would have the most significant impact on PPFs and the College?
   D. Assign SMART (specific, measurable, attainable, relevant, timely) features to each objective
   E. Assign responsible parties (committees and individuals) for each objective

9:25-9:40am
V. PPF survey: a short survey (perhaps a 12 to 20 questions?) to help the PPFA identify issues and obtain data useful to our goals and objectives. Focus might be on questions about performance planning and evaluation, as that is an area that PPFs frequently voice a need for training.

9:40-9:45am
VI. New business
VII. Next PPFA Meeting: Thursday, October 27, 2011 8:15-9:45am, BOV Board Room, Blow Hall
VIII. Adjournment