

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