

## **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