

Professionals and Professional Faculty Assembly

MEETING MINUTES

Wednesday, February 12, 2014 8:15-9:45am

Board of Visitors Board Room, Blow Hall

Attendance:

1. Atkinson, Lesley -- *absent*
2. Bengtson, Babs
3. Cartwright, Grace -- *absent*
4. Coleman, Tina
5. Costello, Carla -- *absent*
6. Crispino, Matthew
7. Fassanella, Terence -- *absent*
8. Gatling, Sharron
9. Hawthorne, Peel
10. Jennings, Karlene -- *absent*
11. Leatherwood, Claire
12. McBeth, Elaine
13. Molineux, Mary
14. Morse, Linda
15. Pada, Maria Elena -- *absent*
16. Pohl, Matthew
17. Sekula, Jennifer
18. Trichler, David -- *absent*
19. Varnell, Lyle
20. Webb-Robers, Wendy
21. Zagursky, Erin

- I. Call to order. Sekula called the meeting to order at 8:20.
- II. Agenda. The agenda was reviewed, with no new items added.
- III. Minutes. The review and approval of the January's Meeting Minutes was postponed until the March Meeting.
- IV. Board of Visitors (BOV) update. Sekula attended the Spring BOV meeting and reported back to the PPFA on what was discussed:
 - a. Goals: President Taylor Reveley spoke about his numerous goals for William & Mary for both the upcoming year and for the longer-term future, which includes improving W&M's salaries to being more in line with our SCHEV peers.
 - b. W&M Promise: Additionally, there was a report on the results of the W&M Promise. Early indicators showing that the early decision pool is up and regular applications are up again, too.
 - c. Business Efficiency Study: The BOV meeting also included a discussion of the Administrative Review and the Business Efficiency Study.
 - d. E-Learning: There was also a discussion of E-Learning, with the articulated goal to reach more students. W&M is developing a MOOC in conjunction with Colonial Williamsburg.

- e. Capital Improvement Plan: A new master plan for capital improvements to the college will be developed this fall and there will be many round table town hall discussions in the community about this.
 - i. It was suggested that Vice President for Administration Anna Martin, the person in charge of this project, should come and talk to us about this new meeting
 - 1. ACTION: Sekula will check with her and see whether it's a better venue to discuss this at the town hall meetings or in a PPFA meeting.
 - ii. It was also suggested that PPF's attend the round table town hall meetings in force to claim what we need. It was also suggested that Wayne Boyd come talk to us after there is a framework developed.

- V. New Curriculum Update. The new curriculum has been approved by the faculty. Pilot courses will start this fall with a full Implementation scheduled for Fall 2015.
 - a. Morse and Molineux reported on the differences between College 100 courses and College 150 courses, with the emphasis placed on writing skills in the 150 courses.
 - b. Pilot courses will start this fall and full implementation in Fall 2015 – educational policy committee made up of faculty members and administrators for arts and sciences these pilot courses will be used to evaluate proposals

- VI. Annual Giving Campaign Discussion. It was noted that it is great marketing for the college if they can say there's a 100% faculty, PPF, etc. participation in the annual giving campaign.

- VII. Performance Planning & Evaluation Policy update (Jennifer). Sekula reported that she'd contacted Michael Halleran, Provost, and Kiersten Boyce, Compliance Office, to ask if they'd meet with a PPFA group to finalize the PP&E policy.
 - a. ACTION: Sekula will contact Halleran and Boyce to initiate a meeting time and will make sure a meeting invitation is sent out to those PPFA members that might be interested.
 - i. Babs Bengtson suggested inviting Julie Hunt.

- VIII. Committee Reports
 - a. Administrative Issues – Molineux reported on the committee's latest project, which is to see if PPF's are represented on all relevant college-wide committees.
 - b. Academic Affairs – Crispino: reported that the Committee hadn't met since the previous meeting due to the committee's focus on the new curriculum. There was a general discussion about the new curriculum, how that's going to affect all PPF's, the need for PPF's to be involved in the various task forces, and the need for more communications to affected internal parties (like PPF's).
 - i. It was suggested that perhaps someone close to the new curriculum implementation come speak to the PPFA.
 - 1. ACTION: McBeth and Morse will brainstorm about who might be best to come to speak with the PPFA and will report back at the next PPFA meeting.
 - c. Membership – Pohl reported that the committee met in January and discussed a number of items, including the idea to end the year with a potluck in May. The goal for next year is to build cohesiveness by building membership. There are other projects in the works, including resuming planning the Fall Tailgate.
 - d. Communications – Coleman reported that a note about the General Meeting was added to the PPFA website.

- i. ACTION: Coleman will add Facebook piece to the communication and technology plans.

IX. Building Effective Networks

- a. Bengtson reported back on the Building Effective Networks program. Bengtson reported on the results from the Survey Monkey, with the primary goal of the program being met; that is, that PPF's met and got to know one another. Survey results said that sixteen people said this goal was met while four people said this goal was somewhat met.
- b. A copy of the report is attached to the minutes.
 - i. PROPOSED: Molineux proposed capturing examples of how PPFs network and how those connections benefit the college

X. PPF Information in Orientation Packet. The importance of making new hires aware that they are PPF's was discussed.

- a. ACTION: Molineux will send out current orientation packet information to see if there are any edits or revisions required.
- b. Once the document has been approved, it was suggested that it be sent to both Human Resources Director of Benefits HR Administration Rita Metcalfe and the campus listserv.

XI. Long-term professional development projects. Molineux discussed the role that the PPFA could play in bringing additional long-term professional development programs onto campus to complement Bengtson's work and as a response to the survey results that demonstrated this as a top need. Because of time constraints, this will be discussed more in-depth at the next meeting.

XII. Meeting adjourned at 9:48.

Respectfully submitted,
Claire Leatherwood
3/4/14