

Professionals and Professional Faculty Assembly MEETING MINUTES

Thursday, April 3, 2014 8:15-9:45am

Board of Visitors Board Room, Blow Hall

Attendance:

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

- I. Call to order. Costello called the meeting to order at 8:18.
- II. Agenda. The agenda was reviewed and one new item was added: "One Tribe, One Day" donation drive (see item VIII, below).
- III. The February and March minutes were both approved, with corrections.
- IV. Committee Reports
 - a. Policies & Administrative Issues: No committee updates, other than a discussion of changing the committee name (see item VII, below).
 - b. Academic Affairs: There was a brief discussion related to the curriculum update. There is a new website designed to answer questions about the new curriculum:
www.wm.edu/curriculum .
 - i. ACTION: Morse will ask Kate Connelly and/or John Griffin to come speak with the PPFA regarding the Curriculum update.
 - c. Membership Committee: Election preparations are underway; nominations will be occurring throughout April and elections will be in May. PPF's have until April 30th to send in

nominations. An email will go out to all PPF's that details the nomination and election procedures along with a new form. There are 7 PPFA vacancies to fill.

- i. ACTION: Pada will be sending out an email and forms this afternoon to all PPF's and will post the link to the form to the PPFA Facebook page. Pada will also be sending out an email once a week until the end of the month alerting all PPF's that nominations are due on April 30th. Pada will also be posting an announcement on the Digest.
- ii. ACTION: Bengston will send those people who indicated that they wanted to become more involved in PPFA a note letting them know that nominations are due on April 30th.
- d. Communications: No updates.

V. Committee goals on the website are out-of-date.

- a. Please submit FY13 (if available) & FY14 goals for posting. This will be further discussed at the next meeting.
 - i. ACTION: Costello will follow-up with Sekula to see which committees have submitted goals.

VI. Resumption of discussion of long-term professional development planning (see item VI, minutes from March 5, 2014).

- a. There was a discussion related to funding for professional development and the need to gather data about what the needs are on W&M's campus. There was a discussion of whether or not the Adhoc committee, as it relates to Professional Development, should become a more permanent committee or if it should stay as an Adhoc. There was a discussion about how involved the PPFA should be in trying to provide funding for long-term professional development.
 - i. ACTION: Bengston, Molineux, and Pada will work together a short survey to ask about PPF's long-term professional development needs. They will send it out to the PPFA list serv before the next meeting and/or bring the draft to the next meeting.

VII. Discussion of changing the name of the Committee: "Policies & Administrative Issues" to "Administrative Issues"

- a. There was discussion about changing the name of this committee and a discussion about changing the bylaws to make this process of name changing more efficient. The next meeting is Friday, April 11th to continue working on their project tracking how many PPF's are on campus-wide committees.
 - i. ACTION: Costello will find section in bylaws regulating committee name changes and will send it out to PPFs so we can discuss if and how we want to change it.

VIII. Development Office and Alumni Association is driving "One Tribe, One Day" on April 10th, the goal of which is to get 1693 donors. This donation drive is geared towards getting Alumni, staff and faculty to give on this day.

IX. Meeting adjourned at 9:24 a.m.

Respectfully submitted,
Claire Leatherwood
4/3/14