

IV. Minutes: Review and approve October meeting minutes

Minutes approved with no changes.

V. Presentation: Courtney Carpenter, Information Technology

Presentation regarding IT Initiatives

VI. Committee Reports

- a. Executive – Chair Julie Summs
 - i. Planning Retreat by Executive Committee
 - ii. Mar 7 or 13 – potential dates to reschedule meeting with President Rowe in preparation of April PPFA Meeting
 - iii. PPFA is presenting a gift to President Rowe at Charter Day
 - iv. Request for PPFA to volunteer to assist with Charter Day (link to sign up sent via email)
 - v. HR Director search is underway
- b. Academic – Chair Michael Murphy
 - i. Report will be ready for March
- c. Administrative – Chairs Jennifer Shimp-Bowerman & Jackie Ferree
 - i. API (Assume Positive Intent) Campaign
- d. Communication – Chairs Trici Fredrick & Terry Fassanella
 - i. Report submitted in advance to PPFA Members
- e. Membership – Chair Mariellynn Maurer
 - i. Report submitted in advance to PPFA Members
- f. Professional Development – Chair Karen Conner
 - i. Report submitted in advance to PPFA Members

VII. Old Business/New Business

- a. **General Meeting Preparations (March 20), Executive Committee**
 - i. Please make plans to attend – Commonwealth Auditorium
 - ii. Meeting will be streamed
 - iii. Speakers Confirmed
 - 1. Michael Halleran
 - 2. Sam Jones
 - iv. President Rowe is out of town during General Meeting (will investigate a possible video message to share)
 - v. Climate Survey presentation coming up (Babs presenting to PPFA)
 - vi. Elections are coming – 6 vacancies in 2019, start sharing with folks you know
- b. **Katherine Rowe Meeting Preparations (April 2), Executive Committee**
 - i. Intent is to have this meeting be a dialogue
- c. **Commit to Kindness Initiative, Julie Summs**
 - i. Kickoff Meeting Feb 1 3-5pm
 - ii. Governor has endorsed Feb 10-16 as Random Acts of Kindness Week
 - iii. Mar 17-23 focus is Kindness Through Planning: Higher Education
 - iv. Anaheim, CA is a City of Kindness and Williamsburg, VA aspires to be
- d. **Assume Positive Intent Campaign, Jackie Ferree**

- i. Staff Assembly and PPFA are working on development currently. Plan to then present to Faculty and Student Assemblies to bring them in to continue development of the campaign.
- ii. Draft PowerPoint presentation – idea is to create a respectful mindset and culture within W&M to help us manage through continued change and collaboration in a positive way. Presentation is currently on teams for review by PPFA. Jennifer will start a conversation so that we can provide feedback.
- iii. Campaign should be organic – from the people, by the people, for the people. Remember, actions speak louder than words.
 1. W&M Hello Day
 2. Encouraging Post-It notes
 3. Wiki for Idea Sharing (easy ways to incorporate and things to do)
 4. Power of 10 (pick 10 people you know and share this initiative)

VIII. Upcoming PPFA Meetings:

All held @ 8.15am at BOV Room, Blow Hall unless otherwise noted

Friday, March 1

Wednesday, March 20 @ 8.30am General Meeting, Commonwealth Auditorium

Tuesday, April 2 *NOTE NEW DATE*

Friday, May 3

Thursday, June 6 @ 3.30pm VIMS

Meeting adjourned at 9:30am.

Respectfully submitted,

Mariellynn Maurer, Secretary, February 15, 2019

PPFA Committee Reports – March 2, 2019

Membership Update:

1. Investigating possibilities with Athletics for a spring Baseball outing
2. Preparations for elections – call for nominations goes out on March 11 and continues through March 24 (will be going on during the General Meeting this year)

Communications update: ☺

1. PPFA General Meeting – LifeTouch Portraits has agreed to host a professional headshot session following the meeting. Any PPF may stop by and get their headshot taken or updated!
2. Under Marra's diligence, our website has gotten a makeover! Site will go live next week. <https://www.wm.edu/sites/proffaculty-new/index.php> A few changes include:
 - More appealing design
 - Archiving of old/less relevant information
 - Truncated information on the site itself contributing to better navigating/clarity
3. Please let us know how we can assist in efforts that you're working on in your own areas.

Professional Development:

1. The PPFA Professional Development Committee met on Tuesday, February 26th, to finalize the Needs Assessment survey.
2. The Committee has asked Julie and Jennifer, PPFA and Staff Assembly Presidents, to draft an email for Bob Green or Sam Jones to send out inviting employees to complete it.
3. We anticipate the email will be sent on Friday, March 1st, or early the following week.

PPFA – March 2019 Report

Academic Committee

Certificate Update

The Institutional Change (IC) committee has been working on better defining certificate programs on campus. They have developed a “glossary” to help define the different types of certificates that will eventually be included on the Institutional Accreditation & Effectiveness website (under IC). The 3 definitions currently being considered are for:

- 1) University Certificate
- 2) Program Certificate
- 3) Non-credit program Certificates

The intention is that all comments provided through IC by end of Feb to then take this to the Provost for approval.

Studio for Teaching and Learning Update

The advisory team for the proposed studio for teaching and learning completed their findings and provided recommendations to the provost. The proposal includes providing offerings regarding: teaching effectiveness through expanding and enhancing the University Teaching Project; providing an Academic Innovation Lab to anticipate and engage in transformational changes in higher education; providing a resource hub where faculty and co-educators (librarians, instructional designers, technologists, etc.) can collaborate and curate learning resources; and promote pedagogical partnerships where faculty, students, and staff work together to improve course design and delivery methods.

The creation of this new Studio coincides with the ground-floor renovation of Swem Library. It was recommended that the new Studio be physically located in this new renovated space, adjacent to the Reeder Media Center for further collaboration.