



**WILLIAM & MARY**  
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**PROFESSIONAL FACULTY ASSEMBLY**

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**MEETING MINUTES**  
 Friday, January 31, 2020 | 8:30-9:45am  
 College of Education, Dogwood Room  
 Submitted by Shannon H. White

**Meeting Attendance**

**PPFA Members** - *x denotes member was present*

1. Armstrong, Suzie		12. Maurer, Mariellynn	x
2. Austin, Marra	x	13. Morales, David	
3. Conner, Karen	x	14. Murphy, Michael	x
4. Davis, Tamekka	x	15. Palacios, Melissa	x
5. Hummel, Julie	x	16. Powell, Kathleen	x
6. Ferree, Jacquelyn	x	17. <del>Rose, Robert</del>	
7. Fredrick, Patricia	x	18. Smith, Sarah	x
8. Frey, Jonathan		19. Summs, Julie	x
9. Lawrence, April		20. Tomlinson, Carol	x
10. Locks, Taylor	x	21. Wheeless, Joseph	x
11. Lueker, Mary		22. White, Shannon	x

**Guests Present:** Bonnie Fleming (IT), Mone Pada (HR), Christopher Lee (HR), Adam Barger (Studio of Learning & Innovation), Tim Russell (Facilities Management)

- I. **Call to order** by Joe Wheeless, at 8:30 am
- II. **Agenda:** Review and approve (Motion made by Jackee & seconded by Trici, motion approved)
- III. **Welcome and introductions**
- IV. **Minutes:** Review and approve December minutes, attached in January Meeting Packet. (Motion made by Mary and seconded by April, Motion Approved with no changes.)
- V. **Committee Reports and Other Updates**

**Executive Committee**

General meeting set for March 10<sup>th</sup>, 2020 and in Commonwealth Auditorium (during Spring Break)



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**b. Membership Committee**

- Mariellyn reviewed the new timeline and reminded everyone it is posted in Teams
- Proposed updated changes to elections to the bylaws committee
- Reaching out to new PPFs with a letter and bookmark
- New PPFA Banner reveal with tagline (“Working Collaboratively for Success”)
- For all members: please talk with others and recruit new members, Nominations open Feb 22nd

**c. Administration Committee**

- Learning more from partners around campus how we can partner more (i.e. Christopher Lee in HR); the Administrative committee met with Kalondara Waters Sustainability this past week.
- Successful March 17th for DMV bus for RealID. There will be slots from 9am to 4pm, Sign up will be posted in Daily Digest. By Feb 14<sup>th</sup> there will be a determination of the location of bus. Volunteers needed at the table outside of the bus on the March 17th. Will work with communications committee. If successful, maybe again in July. Can do anything but the vision test. Brochures will explain the list of the required documents.

**d. Academic Committee**

- Upcoming Emergence Brown Bag Workshop: Digital Story Maps in the Curriculum, Feb 5 at 12-1pm in the Ford Classroom to be presented by Shannon White of the Center for Geospatial Analysis
- March planned Emergence Brown Bag will be around the topic of Digital Scholarship
- April’s planned Brown Bag is planned to be about Big Data and Data Science

**e. Professional Development Committee**

- The professional development committee has been conducting an audit of all professional development in Cornerstone, Digest, HR, etc. There are a lot of opportunities, and it is sometimes overwhelming. The committee is thinking about communication strategies. Considering a qualitative survey about who can offer PD outside of HR across the campus

**f. Communication Committee**

- Melissa reported out about the creation of bookmarks, stickers used at the Employee Fair
- This committee is working on general PPFA announcements
- At the General meeting they request we share and push out the social media side of PPFA

**g. University Strategic Planning Update, reported by Mariellyn**

- The focus has been on the white papers found at <http://wm.edu/strategicplanning>



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- It has been asked the Assemblies to provide feedback on the white papers produced (Feb 24<sup>th</sup>) – Members are asked to provide information as soon as possible. The themes of the strategic plan will come from those white papers. The Ideas of Silos was discussed and the committee is looking for examples of places on campus that work well across silos , please provide information on how those are successful.

#### VI. Special Guests: Provost Peggy Agouris & Jeremy Martin, Chief of Staff

Jeremy Martin spoke first:

- He suggested if you missed the livestream of the past strategic planning meeting, can be found at: [www.wm.edu/strategicplanning](http://www.wm.edu/strategicplanning)
- SCHEV in January approved the mission, vision and values submitted by W&M. The General Assembly will approve April
- Videos for mission, vision, values also found at: [www.wm.edu/strategicplanning](http://www.wm.edu/strategicplanning)
- Environmental Scans led by a Faculty member & a member of the Administrative team
- Inflection point is now from Phase 2 to Phase 3 - picking a few things for the big impacts in this next phase

Remarks from Provost Agouris included,

- Strategic Planning is important to reflect on systematic ways of what we are and what we can be. Process requires participation at all levels of the University. Phase 1 was beneficial as a new provost to get to know the institution. Phase 2 has been data gathering and examining emerging themes. We are now at a reflection stage on the committee reports before moving to the next phase. This is a roadmap for our future of W&M and we will not be able to address everything but it will allow for prioritization.
- Encouragement and importance for PFFA members to provide feedback on whitepapers. Assemblies are asked to give reaction to all three whitepapers and where we see important and what was captured well, what was forgotten. Things that fit “between”
- Next community forum is February 12, this one asked for Mayor and City Manager and City as a partner with Williamsburg. Broader awareness building of how this engagement.
- What institutions (and colleagues elsewhere) that are doing well with breaking down silos are needed, please share that forward to the Strategic Planning team
- Mission Vision Values, as broader framework. How do we start to integrate and design our work around the framework? In the Environmental Scan, identifying of what we are doing well and need to continue commitment to it as well as what we can do better to meet the Mission, Vision, Values we as a community have expressed as important. Examining the internal and external aspects
- Framing assumptions – i.e. Tuition
- What we think of as a student and what we think of as a learning environment will change in the next 20 years.



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- How does the Digital Learning Initiative fit into Strategic Planning? Stemmed from middle management talking more across the silos.

#### VII. **Old Business**

##### b. **Constitution and By-Law Review Committee:**

- c. A review of the updates and changes to the Constitution and By-laws was provided to the Assembly. The document has been under review and available to all Assembly members.
- d. A roll call vote was taken to approve the suggested bylaws and Constitution changes as motioned by the Chair:
  - i. All members present approved the proposed changes via roll call (see attendance above)
  - ii. 1 approval proxy vote was taken for Julie Hummel who had to leave the meeting before the vote.
- e. Next step the approved changes from the Assembly will go to the Provost and President for Approval.

#### VIII. **New Business:** none

- IX. **Adjourn** ( motion to adjourn was made and passed adjourned at 9:45am)

#### **Future Meeting Dates:**

March 6: Miller Hall 1088

March 10: General Body Meeting, Commonwealth Auditorium Sadler Center

April 3: Location TBD

May 1: Location TBD

June 4: VIMS



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Membership Committee Report

2020 Election Process has begun! Please engage your fellow PPF's to encourage involvement from all areas of the university – even if they don't want to run, invite them to the monthly meetings.

- Nomination period has opened – digest messages have been going out and PPFA website is updated
  - Links are:
    - Self-nominate here: <http://forms.wm.edu/23700>
    - Nominate a colleague here: <http://forms.wm.edu/23702>
  - We have 9 seats available (this has not been advertised)
    - Breakdown: eight 3-year term seats and one 2-year term seat
    - UNLESS we want to truly use this election to even out the 7-7-7 rotation and then it could be seven 3-year term seats, one 2-year term seat, and one 1-year term seat
- Nomination period ends on March 23
- Verification of nominees is completed on March 24
- Nominees Published March 25-April 24
- Voting Window April 27-May 15 (voting closes at 3pm on May 15)
- Results Tallied on May 15 beginning at 3pm and communicated to the PPFA President for official announcement
- New Member Orientation June 4 @ VIMS (prior to monthly PPFA Meeting)

Social/Networking Events:

- Thank you to all who volunteered for Charter Day!
- Men's Basketball Game on Feb 29 - 54 tickets were claimed using the code
- Women's Basketball Game on Mar 7 - 3 tickets claimed as of Mar 3 using the code
- Baseball Game Mar 25 – \$2 discount tickets (4pm game time); working on some sort of concessions combo with Sodexo for this game - link to get tickets is posted in teams and is [https://tkt.xosn.com//tickets/BuyTickets.dbml?DB\\_OEM\\_ID=25100&MODE=SPECIAL\\_OFFER\\_PL&SALE\\_TKT\\_EVENT\\_ID=1051804&FRM\\_TKT\\_SPECIAL\\_OFFER\\_ID=262246&SALE\\_TKT\\_SEASON\\_ID=0&FRM\\_ACCT\\_LIST\\_ID=](https://tkt.xosn.com//tickets/BuyTickets.dbml?DB_OEM_ID=25100&MODE=SPECIAL_OFFER_PL&SALE_TKT_EVENT_ID=1051804&FRM_TKT_SPECIAL_OFFER_ID=262246&SALE_TKT_SEASON_ID=0&FRM_ACCT_LIST_ID=)
- May 7 Happy Hour at Opus 9 – meet at the patio 5.15/5.30pm, everyone pays their own way
- June 4 End of the Year Happy Hour at York River Oyster Company following the monthly meeting – everyone pays their own way

Upcoming Initiative:

- A "Welcome to W&M and the PPFA" packet for new hires



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#### March 2, 2020 PPFA Professional Development Committee Meeting Minutes

##### Discussion:

We reviewed the meeting minutes that were distributed on Saturday from the February 2020 meeting. If any items of importance we discussed, but not captured in the minutes, we agreed the topic(s) could be added at any time.

Action items from the February meeting included Kathleen Powell finding out about the Community that is currently being used by a national association. It was shared that Higher Logic is the platform and the cost of the product is \$28K. This not only included the community feature where members can post and learn, but a marketing automation tool as well. More information can be found here:

<https://www.higherlogic.com/solutions/associations-overview>

The discussion continued to determine if we already have a tool to communicate out our learning? Could we use Teams/Box to discuss different topics of content areas, a place to share files. Could a Teams channel be developed to include all W&M employees that would center around training, specifically leadership?

Many offices and departments have their own Facebook/Twitter accounts, but the goal is to find one hub for any member of the W&M community to use for trainings. It was agreed there are too many places one must look/seek out to find training opportunities.

##### Ideas tossed out and about:

Back in the day we had a technology drive. Could there be a Leadership dedicated drive. Would employees need permission to access such a drive? The drive holds folders, which holds documents. We aren't looking for a placeholder, but for a communications channel to share out all the learnings.

We discussed a "Leadership website" on the W&M.edu We agreed to divide and conquer and see if we can find information on Virginia state institutions websites. It was agreed that Kathleen Powell would divide up the list and each committee member would do a search. The deadline for each of us to conduct our research is March 30<sup>th</sup>.

CNU-April

George Mason-April

JMU-Kathleen

Longwood University-Kathleen

Norfolk State-Carol

ODU-Carol

Radford University-Babs



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University of Mary  
Washington-Babs  
UVA-Mane  
UVA-Wise-Mane  
VCU-Sarah  
Virginia State University-Sarah  
Virginia Tech-Tamekka  
VMI-Tamekka

April shared the SOE uses their LMS, Learning Management System, Blackboard, but it is to be used for faculty. There is movement to dissuade non-faculty to use Blackboard.

We also discussed that all employees have Office 365. Are there suites or platforms, we all know Team, that might accomplish the goal of a centralized place to share learnings and message out learnings. Logistically is it possible for all employers at WM to be on that team and/ or create learning interest groups? And, what would it look like for the owner to manage enrollments. That could be a huge task. Perhaps each interest group have a moderator and that moderator handles enrollments?

Additional Action Items all to be completed before our March 30<sup>th</sup> meeting:

Mane and April will talk with IT to find out what is a possible communications channel at W& to achieve the learning goal? They will speak with Mike Murphy, Brian Persinger, and John Drummond or a combination.

Mane will check to see if Cornerstone has a module that allows for communication.

Mane will ask Debra Howe if it is possible to incorporate professional development hours, much like community service hours, into our benefits.

Mane will find out how many employees use their community service hours each year and/or how many hours are unclaimed.

Mane will speak with Chris Lee to see if we have permission to send out an open call for volunteers who believe they are subject matter experts that would be made available in some format for the W&M community to access.

Meeting adjourned at 2:34pm! We were very efficient! As always, do let me know if I've dropped or missed anything from our discussion. See you at the end of the month, if not before!

With appreciation for our collective work,  
Kathleen

February 14, 2020 PPFA Professional Development Committee Meeting Minutes





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Discussion:

We identified the top three ways in which our community prefers training:

- 1.) Hands-on
- 2.) Conferences
- 3.) Workshops/seminars

Lowest or least favorable:

- 1.) Mentoring/mentorship
- 2.) Webinars
- 3.) Rotation opportunities

We need to create effective communication so the community understands what is currently available. We know Cornerstone has many leadership “tabs” and W&M is licensed for LinkedIn Learning. However, not everyone is aware. April shared the LinkedIn Learning that is completed can be made visible on individual LinkedIn profiles. Mane shared HR has a Facebook page

We also discussed the areas most asked for regarding leadership:

- 1.) Effective communication
- 2.) Team building
- 3.) Project management
- 4.) Change management
- 5.) Managing up

Ideas to move forward:

- 1.) Will W&M offer a “learning day” or two, 8 or 16 hours, like we have for community service. Currently all employers receive 16 hours of community service
- 2.) Technology investments/enhancements to deliver different modes of delivery
- 3.) Create a quick survey to find SME’s

I believe we uncovered what exists and the gap is in the knowledge of what is available. I believe we also know that Cornerstone and LinkedIn Learning doesn’t cover all needs.

To Do’s:

Kathleen will investigate a Community platform that is currently used within a national association  
Babs will check with IT to determine if there is a way to create a community. (I wrote down FB/Teams, faculty LinkedIn) I believe there was one more?

Our March meeting will focus on creative a ways to advertise all the leadership learning that is available. We have a scaffolding with knowing what is available, creating the survey to find SME’s, determining if the institution will permit 8/16 hours of professional development (leadership), moving to the advertise/awareness phase.



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Academic Committee Meeting

Upcoming event:

Emergence – Studio for Teaching and Learning Innovations + Digital Scholarship lab  
March 18 – Swem library – Ford Classroom. 12pm – 1pm

Action Item:

- Follow up with Lisa / Carrie on the exact name of the Digital Scholarship lab (Mike)
- Create flyer to promote event (Taylor)
- Create RSVP form in Qualtrics to be included in the flyer and digest message (Julie)
- Post the created Flyer and RSVP link in the Digest and W&M Events calendar (Shannon)

April Emergence Session

Topic: Data Driven Disciplines at W&M

Description: A broad discussion highlighting the various elements of data in the curriculum currently at William & Mary including Data Science, Business Analytics, Applied Science, CAMS, CORE, VIMS, and others. The future direction of data at W&M will be discussed.

Possible Speakers:

- Dennis Manos (moderator?) – Topics about Amazon / state of VA / general direction of data at W&M
- Dan Runfola
- Larry Lemis
- Jim Bradley / Aaron Koehl / Joe Wilck
- Berni Kenney

Action items

- Ask Dennis his thoughts (Mike)
- Ask Berni her thoughts (Mike)
- Mike to report back and then assign others to follow up after talking with Dennis / Berni

Development Support Fund Announcement

Want to attend a conference, online course, or a class outside of William & Mary? You can apply for supplemental funds! Individuals and entire teams can apply for funding. Summer 2020 Funding Applications for learning events from May 1 - August 31, 2020 are now being accepted.

Complete Guidelines, additional information and a link to the application are now available:

<http://www.wm.edu/training/supportfund>

**Application Deadline: 12 pm, March 13, 2020**



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