

Minutes

Commission on Administrative and Professional Faculty Affairs Minutes

September 13, 2017 - 1:30pm - 2400 North End Center/WebEx

Present: Janice Austin, John Benner, Allen Campbell, Mary Christian, David Clubb, Caroline English, Mallory Foutch, Alan Grant, Amy Hogan, Kim Linkous, Prateek Mishra, Karisa Moore, Karen Munden, Laura Neff-Henderson, Vicky Ratcliffe, Heather Slosman.

Absent: Jennifer Carter, Jeremy Daubert (with notice), Monika Lawless (with notice), Cayce Myers (with notice), Sue Teel (with notice), Kirk Wehner (with notice).

Guests: None

Ms. Austin called the meeting to order at 1:30pm. A quorum was present.

Approval of Minutes from May 10, 2017

Ms. Austin noted that these minutes have been approved electronically.

New Business

Appointment of a Vice Chairperson: Ms. Austin explained the role of the Commission Vice Chairperson and requested nominations. Hearing none, the matter was tabled until the October meeting.

Establishing goals and agenda items for FY2017-18: Based on input from the general AP faculty and CAPFA members, the following subjects were presented as potential goals and agenda items for FY2017-18.

- Develop ways to increase awareness of CAPFA. Possible ways include CAPFA listserv, VT News notices to opt-in to listserv, add CAPFA to resource page for AP faculty on the HR website, create a handout to go in orientation packets for new AP faculty, continue supporting the AP Faculty breakout session at New Faculty Orientation in the fall.
- Speaker series. We do not want to restart it in the form it was done in the past, however we would like to create a networking event with a keynote speaker and networking session afterwards. Anticipate this event to be held in spring 2018.
- Outreach project. Partner with VT Engage to sponsor an outreach project such as Micah's backpack, school supply drive, hurricane relief drive. Include all AP faculty, especially our Extension agents around the Commonwealth.

All of these items were decided to be of significant interest to the members and will be discussed during future meetings.

Commission Reports:

- Student Government Association – Prateek Mishra indicated that SGA is working on their budget for the coming year.
- Commission on Student Affairs – Mallory Foutch indicated this commission had a retreat last week. They addressed underrepresented students who are feeling uncomfortable with being on campus due to recent national events. There is also question about how civility and the Principles of Community are being enforced within the university.
- Commission on Undergraduate Studies and Policies – David Clubb indicated at this first meeting of this commission the charge of the commission was reviewed. The commission has two goals for this year: (1) considering guidelines for military service credits, and (2) policies to support destination areas, strategic growth areas, and Pathways.

Adjournment:

There being no further business, the meeting was adjourned at 2:25p.m.

Next meeting: October 11, 2017

Respectfully submitted,

Janice Austin

CAPFA chairperson