

CAPFA Minutes

Commission on Administrative and Professional Faculty Affairs

November 8, 2017 – 1:30pm – 2400 North End Center/WebEx

Present: Janice Austin, Heather Slosman, Monika Lawless, Mary Norris, Cayce Myers, Prateek Mishra, David Clubb, Sue Teel, John Benner, Jeremy Daubert, Amy Hogan, Allen Campbell, Mallory Foutch, Alan Grant, Vicky Ratcliffe, Lonnie Johnson (WebEx), Maria Balota (WebEx).

Absent: Mary Christian, Karisa Moore, Margaret Ratcliffe (with notice), Laura Neff-Henderson

Guests: None

Ms. Austin called the meeting to order at 1:32pm. A quorum was present.

Approval of Minute from October 11, 2017

Ms. Austin reported all noted corrections/typos were corrected, the minutes were approved electronically, and they have been forwarded to the University Council.

Old Business

Appointment of a Vice Chairperson: Monika Lawless had volunteered for the position at our last meeting. There were no other volunteers/nominations today. Allen Campbell made a motion to proceed with vote, Cayce Myers seconded the motion, all Commission members in attendance voted unanimously for Monika Lawless.

Assignment to Working Groups: Ms. Austin suggested that members choose one of the 3 working groups previously decided upon, then those smaller groups will meet after our regular CAPFA meetings and/or outside of that time to focus on their area. The three groups are as follows:

- 1) CAPFA Awareness: Monika Lawless, Margaret Ratcliffe
- 2) Networking Event:
- 3) Outreach Project: Karisa Moore, Heather Slosman, Vicky Ratcliffe

Other commission members will consider the options, and Ms. Austin will send more information via email to those that wish.

New Business

Volunteers for Grievance Panel: Ms. Austin reported that she has been told the Commission will be receiving a grievance in the next 2 weeks. The first step is to create a panel of 3 (including Ms. Austin) to

review the documentation and determine if it is indeed a grievable offense as defined by the faculty handbook. Volunteers: Cayce Myers, Vicky Ratcliffe, Monika Lawless, Mallory Fousch, and Heather Slosman.

Ms. Austin will be in touch with the volunteers when she receives more information. If any of the volunteers are in the same department as the person filing the grievance they will not be included on the panel (thus the need for more than 2 volunteers).

Commission Representative Reports:

Extension (John Benner, Jeremy Daubert, Maria Balota) – Nothing to report.

SGA (Prateek Mishra) – Mr. Mishra reported that a new advisor (“Scott”) has been assigned and will be arriving next week.

Graduate Student Assembly (Mary Norris) – Nothing to report.

Staff Senate (Sue Teel) – Nothing to report.

Commission on Undergraduate.... (David Clubb) – There are 2 new degree programs in their first reading. 1) BA in Science, Technology, and Society 2) BA in Philosophy, Politics and Economics. He also reported on a resolution put forth that the Foundational Discourse Programs MUST be in English. The Commission voted against this recommendation.

Commission on Student Affairs (Mallory Foutch) – Ms. Foutch reported a focus in this Commission on the impact of the student experience due to the overcrowding in housing and dining facilities. Students are being encouraged to voice concerns and possible solutions. Ms. Foutch is also encouraging students to provide feedback to her on how we as AP faculty can support these student concerns.

Amy Hogan – Discussed the newest climate survey that is currently being created, and requested if members had particular items they would like to include in the survey to let her know via email. She specifically noted a focus of inclusion, diversity, leadership and professional development in the survey. Survey will be put out in the spring.

Other New Business:

Ms. Austin asked Ms. Hogan about the impact of recent Administration Changes. Ms. Hogan reported there are no anticipated changes, all initiatives are continuing and there is a focus on communication, engagement and collaboration. She reported that the search will begin the next academic year, with an anticipated start date of the new person in summer 2019.

Our next meeting will be December 13, 2017

The meeting was adjourned at 1:57pm