

MINUTES

Commission on Administrative and Professional Faculty Affairs
November 10, 2006, 9:00 – 10:30 a.m., 210 Burruss Hall

Present: Ray Ali, Christi Boone, Allen Campbell, Lou Gorr, Pat Hyer, Frances Keene, Joan Moore, Kelly Oaks, Susan Puffenbarger, Kerry Redican, and Carl Stafford

Absent: Kevin Ayoub, Zheng Cai, Ryan Gleeson, Charles Lytton, Jerry Niles, and Linda Woodard

1. Survey distribution

- The CAPFA survey report has been posted at www.provost.vt.edu/CAPFA/CAPFA.php.
- CAPFA Chair Frances Keene will send an e-mail to all A/P faculty to inform them that the CAPFA survey report is available.
- CAPFA Chair Frances Keene will send an e-mail to all A/P faculty each time that commission minutes have been posted on the CAPFA web site.

2. Meetings have occurred with the senior leadership in Academic Support, Extension, General Administration, and Student Affairs.

- Academic Support: P. Hyer, F. Keene, and L. Woodard met with members of the Provost's Council on November 7th.
 - Members of the Provost's Council suggested that the last section of the survey report should be revised from "Common Themes" to "Common Concerns." Commission members agreed.
- Extension: L. Gorr, P. Hyer, S. Puffenbarger, and C. Sutphin met with R. Ali, M. McCann, and S. Quisenberry on October 9th.
 - Meeting ended on a positive note.
 - At the statewide meeting of Extension faculty on January 17th, L. Gorr, P. Hyer, and F. Keene will participate in a panel discussion regarding the CAPFA survey report.
- General Administration: P. Hyer met with members of Executive Vice President James Hyatt's staff on October 25th.
- Student Affairs: K. Ayoub, F. Keene, and L. Woodard met with Vice President for Student Affairs Zenobia Hikes and Chief of Staff Cynthia Bonner on October 30th.
 - Survey was taken one month into Dr. Hikes' tenure as vice president. If a survey were taken today, results might be quite different.
 - Drs. Hikes and Bonner are already gathering information regarding the evaluation process used by the Student Affairs directors. The evaluation process is now being studied to improve and standardize.
 - Dr. Hikes offered to meet with CAPFA at any time.

3. Members of the Provost's Council suggested that strategic planning forums should be held for A/P faculty in Academic Support, Extension, General Administration, and Student Affairs. CAPFA will

support opportunities for discussion of key university initiatives, with a tie-in dialogue regarding the survey results.

- Extension – statewide meeting of all Extension agents will be held in January.
- Student Affairs – division directors will meet with Dr. Hikes and Provost McNamee – date to be determined.
- Academic Support and General Administration – CAPFA will organize a meeting, open to all A/P faculty (but particularly for the academic support and general administration A/P faculty) to present the foundational piece of the strategic plan and discuss the survey results on a date to be determined.

4. A/P faculty representatives to committees and commissions

- S. Karlin will send the CAPFA minutes to the A/P faculty representatives on university committees and commissions. The representatives will be invited to attend the January 19th meeting to provide updates regarding the activities of their committee or commission:
 - Academic Support Committee – Elaine Matuszek
 - Athletics Committee – Thomas Giffin
 - Building Committee – Elizabeth Reed
 - Employee Benefits Committee – Steve Kleiber
 - Intellectual Property Committee – Tom Caruso
 - Transportation and Parking Committee – Brad Martens
 - Commission on Classified Staff Affairs – Alicia Cohen
 - Commission on Equal Opportunity and Diversity – Patricia Smith
 - Commission on Faculty Affairs – Bill Sanders
 - Commission on Graduate Studies and Policies – Tim Mack
 - Commission on Research – Sherri Turner
 - Commission on Student Affairs – Gary Kinder
 - Commission on Undergraduate Studies and Policies – James Penven
 - Commission on University Support – Christine Kastan
 - University Council – Therese Lovegreen
 - University Advisory Council on Strategic Budgeting and Planning – Mary Ann Lewis

5. Performance management

- Commission members reviewed the performance management checklist provided by Frances Keene. They arrived at the following checklist, which will be used by the work groups¹ to obtain benchmarking information:
 1. Define your performance management process for your AP faculty and its purpose to your department/unit.
 2. How do you set expectations for your AP faculty employees? How often is this done?
 3. Do you request annual goals or a plan of work for the year from your AP faculty employees? When and in what format do you request it?
 4. Do you require an annual faculty accomplishments report? If so, is there a preferred format and/or specific instructions regarding the content of the report? (If so, ask for a copy.)

¹ Work groups are as follows: Academic Support (Boone, Moore, Niles, Hyer, Redican), Extension (Ali, Gorr, Lytton, Stafford), General Administration (Campbell, Oaks, Woodard), and Student Affairs (Ayoub, Keene).

5. How do you share your evaluations your AP faculty employees? Do you have formal meetings or informal meetings? Is any evaluative information/feedback provided in writing? If so, in what format and when?
 6. Provide a timeline or annual cycle for performance evaluation in your unit.
 7. Is there a connection between your formal evaluation process and rewards/recognition/compensation decisions?
 8. Does the performance management process differ for different levels of AP faculty in your organization?
 9. How could the process be improved?
- Update on plans to gather materials
 - C. Bonner is willing to share with F. Keene information gathered in the Student Affairs review of the performance evaluation process.
 - Extension has implemented the electronic Faculty Activity Report (FAR) system. A demonstration of the e-FARs system would be helpful.
6. Sexual harassment education
 - Maggie Sloan, Associate Director for Compliance and Conflict Resolution, offered to make a one-hour presentation to CAPFA regarding sexual harassment education. The group agreed that although the presentation is worthwhile, many commission members have already seen it at other venues. CAPFA declined the offer.
 7. Executive leadership and A/P faculty
 - Tony Gambill, Director of Leadership and Employee Development, will make a presentation to CAPFA at the December 8th meeting regarding the 360-evaluation program for administrative leaders.
 8. Sue Puffenbarger notified the commission that she is leaving the university.
 - Commission members thanked Sue for her valuable service.
 - Suzie Karlin will contact the Extension A/P faculty member (Michelle Adcock) who ran a close second to Sue in the May 2006 elections. Ms. Adcock will be invited to serve the remainder of S. Puffenbarger's 3-year term.
 9. The next CAPFA meeting will be held on December 8, 2006, 9:00 – 10:30 a.m. in the President's Board Room, 210 Burruss Hall.

Respectfully submitted,

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