

# ***Administrative and Professional Faculty Senate Business Meeting Agenda***

11am – September 10, 2013 – Hurlbert Combo Room

Attendance: Beth Deskins, Ashlee Claud, Jeff Orzolek, Leslie Anderson, Scott Bennett, James Harman, Angela M. DeVore-Greene; Loretta Estes; David Wheeler, Phil Crigger, Altony Lee

Meeting called to order by Ashlee Claud. Introductions of senators.  
One open seat on AP Senate, Ashlee will follow up with department area.

AP Senate Mission Statement - Discussion on Mission Statement. Beth and Donna will take this information and continue working on the mission statement.  
Discussion - Is the senate representative or legislative?

Discussion item next month, who is the person this senate reports to, will ask Christina Brogan to be a guest at the next senate meeting.

AP Evaluation sub-committee update - Reviewed evaluation from several institutions and have decided to model the evaluation from James Madison University. The first section evaluates the specific job, the second section evaluates key competencies, such as core values of the institution (ie from JMU, commitment to university mission, leadership, interpersonal skills, professional development and judgment). Will review to ensure evaluation if measureable. Goal is to bring consistency to the AP faculty in regards to the evaluation. Timeline will also be reviewed, perhaps evaluations will take place at the beginning of the fall semester to provide an opportunity to make any changes over the course of the academic year. Subcommittee hopes to have soon have an evaluation form to be given to the senate for review. Goal is to try to have a two page instrument that will be numerical with a comment section. Also the tool should provide the opportunity for self-evaluation.

Handbook Revision sub-committee update – sent to Ed and Christina Brogden to be taken to cabinet.

Internal Governance Taskforce Update – provided information to IG Taskfoce needed to allow them to move forward with their executive summary draft.

Next Meeting: October 8 at 11am – Bonnie Combo Room

Motion to adjourn by Altony, seconded by Scott, everyone agreed to adjourn.