

MINUTES

Commission on Administrative and Professional Faculty Affairs
March 29, 2010

Members present: Ellen Plummer, Marilynn King, Kay Hunnings (representing Richard Sorensen), Lesley Moyo, Ray Ali, Hal Irvin, Frances Keene, Karen Eley Sanders, Samantha Baker (representing Melinda West), Jon Vest and Peter Warren via phone

Members absent: Jennifer Rezac, Lou Gorr, John Massey, Ken Stanton, Tim Mize, Amy Hogan

Guests: Pat Hyer, Karen DePauw, Patrick Miller, Joan Hirt

Recorder: Cyndi Hutchison

1. Welcome and Introductions

- Interim Commission Chair M. King welcomed those in attendance.

2. Outside Employment – Pat Hyer

- P. Hyer reported on the meeting she attended on March 5th with the Commission of Faculty Affairs to discuss outside employment. There were some minor changes to the language on the second page as well as a suggested new sentence regarding outside employment/private business.
- **Action:** Ray Ali made a motion for approval, Kay Hunnings seconded. Voted unanimously by the commission and was approved. Resolution moves forward to University Council for first reading.

3. Resolution Discussion: Residency requirements for employees pursuing graduate education – Marilynn King; Karen Depauw and Patrick Miller

- M. King was unable to attend the Commission on Graduate Studies and Policies (CGSP) meeting. A. Hogan attended the meeting on CAPFA's behalf. Joan Hirt, Professor, Educational Leadership and Policy Studies, attended the meeting and provided an update to the commission.
- P. Miller provided the minutes from the February CGSP meeting. A question was raised about how students and faculty are made aware of the catalog changes. K. DePauw provided links that are found on the Graduate School website. She stated that policy changes occur on an annual basis (academic year).
- P. Miller offered an explanation that delineates minor edits and corrections to the catalog as opposed to policy updates. The catalog stands as Graduate School policy.. Until a plan of study is established, a student can choose to be accountable for the catalog year they were admitted, or can choose a newer version of the catalog.
- K. DePauw restated her interest in keeping communication open with CAPFA to support university employee-students.
- Updated language will be included in the catalog to support three residency options designed to ensure flexibility for students while maintaining rigorous academic study and immersion in the student's program: 1) two consecutive semesters of fulltime enrollment; 2) program-specific alternative residency plan; and 3) individual alternative residency plan.
- CAPFA's resolution to CGS&P will remain tabled, with the commissioners satisfaction that improvements are being considered by the Graduate School staff in improving transparent disclosure of policies to students. (Our interest being student-employees.)

The concerns that CAPFA raised regarding residency requirements for employees have been resolved.

4. Change in Membership for CAPFA resolution – Marilyn King
 - P. Hyer presented a resolution Change in Membership for the Commission on Administrative and Professional Faculty. Recent conversions of employees from classified staff to A/P faculty status have resulted in a shift in the number of A/P employees at the university. This would result in reducing the number of Cooperative Extension voting members from 4 to 2 and increase the number of General administration members from 2 to 4 to reflect a relatively proportional composition of A/P faculty members across units.
 - **Action:** E. Plummer made a motion for approval, K. Sanders seconded. One oppose. One abstain. Was approved by the commission. Resolution moves forward to University Council for first reading.
5. CAPFA elections – Marilyn King
 - M. King will send out a note to see who is interested in serving. F. Keene still has two lists of names that were collected during past CAPFA forums.

As there were no additional items to be discussed, the meeting adjourned.

The next meeting is scheduled for **Wednesday, April 14 at 1:30** p.m. in the Assembly Hall of the Alumni Center (at the Inn) and is the Open Forum with Hal Irvin to discuss the work of the A/P Faculty Task Force.