

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
**February 11, 2015 – 1:30 p.m. HR Conference Room, North End Center**

**Present:** Tara Brent(Call-In), Mary Christian, Rachel Estariz, Jennifer Hundley, Travis Hundley, Jerry Luttrell, Ross Verbrugge, Sue Volkmar, Karen Watson, Yohna Chambers (for Hal Irvin)

**Absent:** Alex Fritz, Alan Grant, Amy Hogan, Hal Irvin, Gregory Purdy, Jim Reinhard, Jon Vest, Jon Wooge

**Call to Order**

The meeting was called to order at 1:35 p.m. The agenda from the last meeting was approved electronically.

**Grievance Policy Updates**

Sue Volkmar reported that the grievance policy updates were approved.

**CAPFA Website**

The CAPFA website was released in December. The website will be accessed from the University Council's homepage. Styles, changes etc. will need to be consistent with the University Council's homepage and will be approved by the President's office. Sue demonstrated how to get to the site. There was discussion regarding site improvements and how to get people to the site.

**Spring Speaker Series**

Whit Babcock has accepted the invitation to be a speaker for the Spring Speaker Series. Possible dates are Thursday March 26, April 2, or April 9<sup>th</sup> from 4-5. Once the date is selected, notes will be sent out to the CAPFA listserv and advertised on the website. One suggestion for increasing exposure would be to do a press release in the Daily News with a picture and an article. The Alumni Center and the Bowman Room were suggested as possible locations. Sue will check with Whit's assistant for a location preference.

**AP Faculty Performance Evaluations**

Discussion centered on the need for a standard template and development of guidelines for Faculty Activity Reports for AP Faculty. The group decided to spend more time outlining a plan to increase awareness about the AP Faculty report process, provide guidance on the process, and standardize a format template during the next meeting on March 11<sup>th</sup>.

**Other Items**

Amanda will look for other meeting rooms for future CAPFA meetings and will update the group as changes are made.

Alex Fritz will serve two years on the President's Award for Excellence selection committee.

**Adjournment**

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully Submitted,  
Amanda Lucas  
CAPFA Support