

## AP Assembly Executive Board Meeting- November 21, 2013

Present- Steve Shablin, Becky Lewis, Tina Cardamone, Stephanie Jurva, Reuben Ternes, Anthony Gallina, Nic Bongers, Shawn Moore, Allison Webster, Meaghan Cole, Susan Hartman, Stephanie Lee, Amy Jacovetti, Michelle Southward, Petra Knocke, Nicole Lucio, Carmen Etienne

1. Call To Order: 10:015am
2. Welcome
3. Approval of minutes from October 31, 2013
4. President Report
  - a. Group Picture
  - b. The Meet and Mingle happened this past Tuesday. We would like to thank Petra who designed the Jeopardy game, it went over very well. There was a lot of great humor at the event, where people could enjoy each other's company. We agreed to give \$300 to the event.
  - c. Presidential Search Committee- Shaun drafted a letter to Dr. Youngblood emphasizing the importance of having an AP sit on the Presidential Search Committee. It was suggested that the letter be addressed to the chair of the Board of Trustees instead of Dr. Youngblood.
    - a. It was recommended that someone from the AP Assembly sit on the search committee. There are over 500 AP's on campus that would like to be represented, and when Dr. Russi's search took place there was AP representation.
  - d. Dr. Youngblood has agreed to meet with us on January 30<sup>th</sup>. Dr. Lentini has also agreed to meet with us, but we need to decide if we want to meet with them together, or separate.
    - a. It was decided that we meet with them on the same day, but at separate times. Dr. Youngblood will meet with us from 10-11, and then Dr. Lentini from 11-noon.
  - e. Susan Aubry and Scott Kralbe were going to come today, but Susan has been sick. There is a conference on High-Impact Practices February 5-6 in Troy, in which Dr. Kuh is presenting at. The two of them would like to come and speak with us about retention efforts at OU.
    - a. It was decided that Susan and Scott come to our AP meeting in February.
  - f. The Outstanding AP Award Committee- Please let Shaun know if you are interested in sitting on this committee.
5. Vice President Report
  - a. We have an amazing subcommittee that met about the New AP Welcome. We think that this is a great event. March 5, Banquet Room B from 3-4:30pm will be the date for the New AP Welcome. We discussed having everyone on the AP Assembly sit at different tables and mingle with the new AP's. The committee will be meeting again within the next few weeks.
  - b. It was discussed coordinating lunches with new AP's to get to know those that are new to the university.
6. Treasurer Report
  - a. \$70 was spent for the Professional Development program \$52 on gifts
  - b. We have about \$3,905.00 in our general budget.
7. Secretary Report

- a. Google Calendar is active. On Google calendar if you search for the AP Assembly you can access all of our upcoming events. If when you are submitting newsletter information to the Communications Committee please 'CC webster@oakland.edu on this so that she can add it to the Google Calendar.
  - b. The website is also getting updated with events.
- 8. Senate Report
  - a. The Senate: No report. There has not been a meeting in a while, and the meeting scheduled for today was cancelled.
  - b. Senate Committee Reports
    - a. Teaching and Learning
      - 1. Call for proposals for the Outstanding Faculty Member have gone out. There will also be a reception in March awarding the recipient. There will be an advertisement in the Post so that students can submit nominations. Students also received an e-mail asking them to nominate. The scoring is getting updated on how faculty are getting assessed. There will be more student input, asking how faculty have gone above and beyond teaching.
    - b. Assessment Committee
      - 1. There have been discussions on how to improve the assessment culture of the university. We have previous assessment processes that are significantly old, so we now need to think of ways to improve these plans. There has been a lot of discussion on how faculty doing assessment on the department level are getting recognized for their work.
    - c. Retention Committee- Cancelled this week
- 9. AP Assembly Committee Reports
  - a. Communications
    - a. If you have anything to go in the newsletter please send updates to Anna and Kenyettera.
  - b. Community Engagement Committee
    - a. Brown Bag Lunch/Card-Making
      - 1. Monday, December 2nd from noon-1:00pm in rooms 129-130. We are purchasing supplies to make cards for the Troops overseas. The cards are getting sent to the Red Cross, who will then distribute them to troops across the globe. Come and bring your lunch, make cards, and enjoy cookies.
    - b. Holiday Lights/Happy Hour
      - 1. Happy hour in downtown Rochester, Thursday December 12<sup>th</sup> at 5:15pm. We will be looking at the holiday lights and enjoying happy hour food at The Rochester Mills Brewery. \$200 was approved for food for this event.
    - c. Faculty/Staff Talent Show
      - 1. The Talent Show will be December 19<sup>th</sup> from 7:00-9:00pm in Varner Recital Hall. Nic is working on a budget proposal, so please be on the lookout for that. If anyone wants to participate in the program please contact Nic as well.
      - 2. We are making flyers to hang around campus, and brainstorming other marketing tactics for the event.
  - c. Personal and Professional Development

- a. The presentation on ERP systems went pretty well this week. There were around 20 participants in attendance.
- b. January 27<sup>th</sup>- There will be a two part presentation by Jennifer Schreer who had a life-changing journey of losing over 100 pounds. She will be doing two presentations from 11-1 and 2-3pm. We are working on providing healthy food at this event.
- c. Lori Cross is working on putting together a certificate program towards a leadership training, more information is to come.
- d. It was discussed for future budgeting, that each committee receives a lump sum rather than allocating per event basis. This would allow for us to plan for the semester versus per event.

- 1. Rueben is going to meet with Tina about this

- d. New AP Recognition

- e. Nominations and Elections

- a. n/a

- f. AP of the Year Award

- a. This was discussed earlier in the meeting.

#### 10. Old Business

- a. President/Provost Questions- The group reviewed a list of questions that we will be asking at our president and provost meetings.

#### 11. New Business

- a. This information was tabled until next week

#### 12. Good and Welfare

- a. Kudos to everyone who attended the Meet and Mingle

13. The next meeting is December 12<sup>th</sup> in rooms 126-127 of the Oakland Center at 10:00am

14. Meeting Adjourned at 11:35am