

AP Assembly Executive Board Meeting- Thursday, September 26, 2013

Present- Emily DeLano, Becky Lewis, Erik Krievs, Sheryl Weiss, Stehanie Jurva, Meaghan Cole, Lori Crose, Andrea Lewis, Susan Martino, Peggy Chiu, Robin McGrath, Reuben Ternes, John Cebelak, Steve Shablin, Stephanie Lee, Carmen Etienne, Tina Cardamone, Shaun Moore, Maria Michalowski, Petra Knoche, Anna Costa

1. Call To Order: 10:08
2. Approval of minutes from August 22, 2013
3. President Report
 - a. Welcome to all of the new faces
 - b. If Shawn did not meet with your committee yet, please let him know so that he can train you on E-Space
 - c. Shawn met with Steve Myers, the current president of the AP Association. More information will be shared in New Business
4. Vice President Report
 - a. Petra is meeting tomorrow about the Meet and Mingle, but as of now she does not have anything to report.
5. Treasurer Report
 - a. In our general fund we have \$865.00.
 - b. We have not received our deposit for this fiscal year yet.
 - c. We do have some outstanding funds for our spirit wear yet, the CSA still owes us \$600 from the service window purchases.
 - d. We have about \$620 left in our Grand Idea/Outstanding AP Fund and we have requested \$2,750.00
 - e. For an accurate report, please view Tina's updated budged on E-Space. Please also make sure you are using the correct account number.
6. Secretary Report
 - a. If you have any updated to the minutes please let Allison know.
 - b. Once they are approved at meeting, they will be uploaded to the AP Assembly website.
7. Senate Report
 - a. The Senate
 - i. The first meeting was September 19th.
 - ii. There was a merger of Human Resource Development and Department of Educational Leadership into Department of Organizational Leadership
 - iii. Discussion of faculty representation on the faculty search committee. The AP Assembly should also be involved with the presidential search committee, and we should talk about this in new business.
 - iv. The nomination of faculty to a number of senate committees.
 - v. All updated reports are on E-Space
 - b. Board of Trustees Meeting
 - i. The meeting was very fast. They introduced new members, and the meeting ended within a ½ hour.

- ii. It was suggested that the AP Assembly send Dr. Russi a thank you letter for his time at OU.
 - c. Senate Committee Reports
 - i. None of the senate committees have met yet. More updates coming soon.
 - ii. All committees are filled currently. However, we would really like those who are on a committee to attend AP Assembly meetings so that we are getting updates from them frequently. From now on, we would like when a vacancy arises that the AP Assembly nominates a new person to sit on the committee.
 - iii. Assessment Committee
 - 1. Talked about how we do not have a good process about external accrediting entities. They would like to streamline this process. If you have any questions about student learning outcomes please talk to Rueben
 - iv. University Committee on Undergraduate Instruction
 - 1. The group discussed clarifying and providing more language to the definition of a credit hour. They also had a lengthy discussion on the mid semester evaluation policy. Right now only faculty need to enter in a "U" if they are potentially failing this course at week 7. The discussion was moving up this assessment to week 5.
 - 2. Right now the faculty go onto SAIL and update their midterm grades. The FYAC advisers should be contacting these students to set up a meeting with them.
 - v. Retention
 - 1. It was suggested that we have Susan Aubrey or Scott Crabill come in to speak about retention efforts at the university. We all are responsible for the retention of our students.
 - 2. In February OU sponsors a free retention conference, this year Kuh is speaking at it.
- 8. AP Assembly Committee Reports
 - a. Communications
 - i. Anna is working on the newsletters, Facebook, and the website. Please send any updates to Anna and Kenyettera.
 - 1. The dates that the newsletter will go out are September 3, 17, October 1, 15, 29, November 12, 26, December 10th
 - 2. Deadlines for the newsletter happen at least 5 days in advance. Please contact both Anna and Kenyettera if you have any submissions or questions.
 - b. Community Engagement Committee
 - i. WOCOU/Madnezz Tailgate-
 - 1. \$200 was approved for food for the tailgate party so that Adam and Chris can make their traditional walking tacos and for beverages. The BYOB tailgate is Friday, October 4th from 6-9pm in the P-17 parking lot. This is during a full weekend of events for WOCOU.
 - ii. Make a Difference Day
 - 1. Saturday, October 26th. We are encouraging AP's to sign up together to volunteer for the Day of Service. Registration is on GrizzOrgs now.

iii. Faculty/Staff Talent Show

1. Nic is making arrangements with Varner Recital hall and figuring out a budget. More information coming soon, but the tentative date is December 18th.

c. Personal and Professional Development

- i. This committee is awesome. The group met recently and have broken the projects down into categories, leadership, technology, soft skill training, health and wellness. Be on the lookout for upcoming events.
- ii. Partnering with UHR and Dana Pierce for the next program
- iii. On E-Space they have an entire list of upcoming ideas

d. New AP Recognition

- i. No news yet

e. Nominations and Elections

- i. We have two new members. Michelle Southward is doing Teaching and Learning
Evan Dermidoff is on Campus Development

f. AP of the Year Award

- i. n/a

9. Old Business

- a. The Grand Idea-Shawn is talking to Josephine Harriston, to speak of The Grand Idea and if it is going to still exist. She is going to speak with Dr. Youngblood and let us know soon. Stephane is meeting with Josephine and is going to speak with her as well.
- b. Team Awards- We have discussed this in the past. However it is difficult to be able to pay different types of employees: part time, full time, CT's, AP's, etc. We will definitely review this in the future to determine if this is a good idea.

10. New Business

- a. Letter for Dr. Russi- Tina will bring in a card to sign
- b. AP on the presidential search committee- The Board of Trustees will form this committee. We would really like to have an AP representative on this committee.
- c. AP Assembly E-mail Account- To receive an e-mail account from UTS it is a \$100 onetime charge. Once we receive this we can upload a lot of our documents onto Google Drive and will not lose them during turnover. This was voted on, and passed.
- d. Constitution Review
 - i. The constitution has not been reviewed since 2001. We would like to review it and update it with changes.
 - ii. We would like to inform people of Senate updates through the newsletter. It was an idea to give a shout out to our committee members in our next newsletter, and thank them for being a part of us.
 - iii. Our first charge is to "advise the President of the University". Do we do this currently? What is important for AP's.
- e. AP Association
 - i. Shawn met with the AP Association President Steve Myers. They talked about how right now we are duplicating some efforts, and what we can do differently. On our constitution it says that the AP Assembly cannot "represent its Members with regards to wages, hours, working conditions "which is what AP Association does.

However, now that we are under a change of leadership, it is possible that we combine the two groups or do something different?

- ii. It was suggested that as a group we come together and decide what we would like to do. The AP Association will be doing the same thing.
- iii. Stephanie is going to get a list of information from the past, and why there are two separate groups on campus.

11. Good and Welfare

- a. There is a campus walking club at 12:15 on Wednesdays. Meet at the rec!

12. The next meeting is October 31st in the Lake Huron room of the Oakland Center at 10:00am

13. Meeting Adjourned