

AP Assembly Executive Board Meeting- February 27 2014

Present- Carmen Etienne, Amy Jacovetti, Andrea Lewis, Stephanie Jurva, Nic Bongers, Steve Shablin, Jasmine Bailey, Peggy Cooke, Petra Knoche, John Cebelak, Scott Hillman, Denica Brooks, Kelly Stumpmier, Colleen Szeliga, Susan Martino, Meaghan Cole, Anthony Gallina, Becky Lewis, Allison Webster, Shawn Moore, Gennie Hill, Anna Mrdeza, Tina Cardamone

1. Call To Order: 10:02am
 - a. Welcome Susan Awbrey to the meeting to *Review of Multi-year Foundation of Excellence Action Plan*. In 2005-2006 OU was invited to participate in a first-year study. It was apparent that there were a lot of activities going on, but there was not a great deal of coordination. We developed a 10-year action plan, and a “First Year Philosophy”.
 - b. Plan Elements:
 - c. Collaboration and Communication Between Divisions
 - i. Create a comprehensive first year action plan
 - ii. Create a campus-wide first year council
 - d. Engage Students
 - i. Create a university-wide first year philosophy
 - ii. First Year student research
 - iii. Create cohesive first year expectations: learning goals and personal life goals, first year experience, information literacy
 - iv. Make exploration and excitement a common theme: communications and promotion
 - v. Focus on student preparedness: student readiness, improve first year advising, mid-year follow up to new student orientation, special needs and logistics, cohort scheduling and registration
 - e. Engage Faculty
 - i. Provide incentives for teaching first year courses
 - ii. Create a teaching and learning center for faculty development
 - iii. Increase number of full-time faculty teaching first year
 - f. On-going Review and Assessment of First Year Students
 - i. Create feedback mechanisms
 - ii. Use information to adjust and improve action plan
 - iii. Review impact of policies on first year retention
2. Outstanding AP Award
 - a. Peggy Cooke- There are two committees that represent the Outstanding AP Award. Whoever receives the award needs to chair the selection committee. Shawn is representing the AP Assembly on the committee. The nomination requests went out a few weeks ago and tomorrow is the deadline, February 28th. The award committee, a different committee, puts together the logistics of the award (the event, the plaque, etc). The award ceremony typically happens in May, so be on the lookout for a specific date.
3. Approval of minutes from December 12, 2013
4. President Report

- a. The All AP Meeting is happening soon with the AP Association. It would be great if we can all go to this and talk about our needs. It is taking place on March 13th from 11:00-1:00pm. It should be on your calendar as well.
 - b. The strategic planning sessions are taking place right now. The president is looking at getting feedback from the campus community. Please attend an upcoming session if you have not already.
- 5. Vice President Report
 - a. The New AP Welcome- Wednesday, March 5th. The sub-committee is meeting later today to wrap up logistics. Right now we have over 80 people signed up to attend. Shawn is going to be the emcee, Dr. Lentini is going to come as well. The event will kick off with a mini-ice breaker which we need volunteers for (those on the AP Assembly).
- 6. Treasurer Report
 - a. Please review E-Space for an update.
- 7. Secretary Report
 - a. Please send any updates to the calendar or meeting minutes
- 8. Senate Report
 - a. The Senate
 - i. There was a Senate meeting on February 20th. John Young from Communication and Marketing did a presentation on branding at OU. We might want to invite him to give that presentation as well.
 - ii. Hopefully everyone has contacted the IRS on tax fraud. There have been over 100 employees that have been reported. Call the free-credit monitoring bureaus to watch out for your credit.
 - b. Board of Trustees Meeting
 - i. There are some honorary degrees that are being given out.
 - ii. Michael Kramer mentioned that there will be additional open forums on the presidential search committee.
 - iii. R. William Funk and Associates drafted questions to ask the candidates for the presidential search. Please review the questions
 - c. Senate Committee Reports
 - i. Teaching and Learning Committee
 - 1. They are announcing the winners of the Teacher of the Year Award soon
- 9. AP Assembly Committee Reports
 - a. Communications
 - i. Next Tuesday the newsletter is going out. Please let the committee know if there is anything that you would like to go into it. The newsletter is starting to highlight individuals on the Assembly, so please give feedback.
 - b. Community Engagement Committee
 - 1. Buffalo Wild Wings Happy Hour/ March Madness- Thursday, March 20th.
 - 2. Be on the lookout for a Spirit Ware Sale!
 - 3. March 27th after our AP Assembly meeting we are going to make cards to give recognition to AP's for the great year. We are going to pass them out during the month of April.
 - 4. May will start our annual fun lunches!

5. If anyone wants a copy of the Faculty/Staff talent show please contact Nic.
DVD's are being sold for \$5.00

- c. Personal and Professional Development

- i. Just Start Something was really well attended. About 65 people attended total during 2 different sessions.
- ii. In March we are going to talk about leadership development.

- d. Nominations and Elections

- i. President-Elect, Secretary, Senator, and 3 Members at Large are open for AP Assembly. All AP's are going to get notification asking them to vote for both the AP Assembly and Association. Send nominations to APElections@Oakland.edu

10. Old Business

11. New Business

- i. AP Assembly Logo- Communications and Marketing has provided us a few different logos to choose from.
- ii. OU Team Award- Most of our work at OU is done in teams, however none of our recognition is done in teams. The AP Assembly put together a proposal, met with UHR, and sent the recommendations to the president's cabinet. The proposal did not get approved. Steve and Petra would like to reconsider this proposal.
- iii. Committee Discussion: Potentially form two new committees:
 1. Recognition Committee- oversee the Grand Idea, Team Award, and Outstanding AP Award. They would focus on awards and collaboration, and general "thanks for being an AP" recognition.
 2. Shared Governance Committee/AP Involvement Committee/Voice of AP Committee- Focus on listening to or gathering ideas from the AP population at OU. They could be in charge of contacting AP's on committees and getting regular reports from them so we can get better reports from them. Could talk to a department each month and report back to the group. They would ask the department to present as well.

12. Good and Welfare

- a. Dean of Health Sciences is retiring at the end of August. The Dean of the School of Nursing is leaving at the end of June. Robbie Stewart is the Interim Athletics Director.

13. The next meeting is March 27 in 126-127 at 10:00am

14. Meeting Adjourned at 11:30am