MINUTES
Commission on Administrative and Professional Faculty Affairs
March 2, 2007


Guest: Christina Brogdon, Equal Opportunity and Affirmative Action Coordinator and co-chair of the Faculty/Staff subcommittee of the Race and the Institution Task Force

Keene called the meeting to order with three agenda items: 1) Race Task Force Progress Report, 2) Elections, and 3) Performance Evaluation.

Race Task Force Progress Report

Christina Brogdon discussed the progress report and preliminary recommendations of the Faculty/Staff subcommittee. (Please see http://www.provost.vt.edu/documents/ritf_progress_rpt.pdf.) The subcommittee is identifying best practices, as well as ways in which departments might collaborate campus wide to establish consistent and sustained efforts in recruiting and retaining a diverse faculty and staff. The task force is also examining the accountability and sustainability of university recruitment, retention, and enrichment policies and programs.

Elections

The following commission members volunteered to serve on the CAPFA nominations subcommittee: R. Ali, C. Boone, and F. Keene.

F. Keene will send an e-mail to all A/P faculty welcoming indications of interest from those who would like to be nominated and who are willing to serve, if elected, on the following committees or commissions:

• Academic Support Committee: one A/P representative from the academic support area, student affairs area, or general administration area.

• Building Committee: one A/P representative from the academic support area, student affairs area, or general administration area.

• Commission on Administrative and Professional Faculty Affairs: two A/P representatives from the academic support area and one A/P representative from the general administration area.

• Commission on Faculty Affairs: one A/P representative from any area.

• Commission on Outreach and International Affairs: one A/P representative from Extension.

• Commission on Research: one A/P representative from any area.

• Intellectual Property Committee: one representative from any area, but must have patent and copyright experience. This representative is not elected; rather, the CAPFA chair will nominate two people from which the President selects one to serve.

• University Council: one A/P representative from Extension; one A/P representative from academic support, general administration, or student affairs.
The CAPFA nominations subcommittee will review the list of nominees and will prepare a ballot for A/P faculty voting. Lou Ann Phipps in Human Resources will manage the electronic voting process.

**Performance Evaluation**

There was not sufficient time for performance evaluation discussion.

Commission members agreed that their April 6th meeting will focus on the content of performance evaluations. Discussion will be informed by the peer institution and university evaluation materials gathered during the past few months.

The May 4th meeting will focus on the type of performance evaluation process the commission will recommend (e-FARs, paper only, etc.).

Commission members may expand their discussions into a half-day retreat. The possibility of such a retreat will be discussed at the April 6th meeting.

**Next Meeting**

The next CAPFA meeting will be held on April 6, 9:00-10:30 a.m. in the Solitude Room, Skelton Conference Center, The Inn at Virginia Tech.

Recorder: Suzie Karlin, Provost’s Office