Administrative Professionals Affinity Group Meeting
March 19, 2014
CCH, 118
Minutes taken by: Diane Hockenberry

Attendance: 21 participants (see attached list)
11:15 a.m. - Rosie’s opening:
- Explained re-naming of group to ‘Administrative Professionals Affinity Group’
- Discussed how we are meeting with a nice lunch provided/ thanked Provost Markwood for his support
- Detailed how Tiffany Hearne would be attending each meeting to give a briefing of Chairs monthly meeting with the Provost and how we are now partnering with the Provost’s office to support the Chair meetings
- Went around the room with introductions
- Rosie pointed out there were several new areas joining us today
- Explained that this months topic would be the new program ‘Starfish’

11:25 a.m. - John Fortiscue, Retention Specialist with the Center of Academic Student Achievement was introduced.
- John presented ‘Starfish’ to the Chairs meeting on Tuesday, March 4, 2014
- Provided link to Starfish as: http://casa.tamucc.edu/starfish.php
- Raises kudos/flags
- Starfish is an early alert software program for identifying undergraduate assistance from various academic support systems
- If you take a class at TAMUCC, you will have an account
- Starfish does not replace Sail
- Faculty based program

John logged into Starfish and gave a basic demonstration of how to navigate Starfish. He also provided the class with his extension, #3653 and encouraged those with questions or comments to please contact him.

11:45 a.m. – John opened the group up to field questions.

11:55 a.m. – Rosie introduced Tiffany Hearne, Project Manager for the Provost’s/VP Academic Affairs Office. Tiffany did a run through of the minutes from the March 4th Chairs meeting to include:
- Introduction of Judy Juricek, Coordinator within the Office of Assessment, Accreditation and Compliance. Who she is and what she will be handling such as P&T and faculty hires.
- Christine Shupala, Associate Vice President of Academic Affairs explained the preparation involved in the 5 year SACS review/accreditation
- Syllabi will now have staggered deadlines
- Academic calendar of deadlines
- Discussed Fall postings of CV’s and to make sure they are online
- Credit for prior learning by portfolio was discussed and is now on the Academic Affairs website
- Faculty annual reviews are due May 30th
- It's time for Faculty Senate nominations

12:10 p.m. – Rosie discusses the following:
- Employee Development Day will be May 28, 2014 – theme: Civil Rights
- EDD will celebrate 50 anniversary of Title VII
- Keynote speaker will be David Lopez, General Counsel for the EEOC
- Summer lineup of Professional Development classes will be announced
- Email our office with recommendations for the Fall line up
- Email our office with type of time frame and other suggestions
- Several events coming up such as Title IX STEM self-assessment
- Title IX and pregnancy issues, please contact our office

12:25 p.m. – Rosie handed out door prizes

12:30 p.m. – Rosie closed meeting