

DRAFT Administrative and Professional Faculty Senate
Business Meeting Agenda – April 12, 2023 at 3 p.m.
IN PERSON – McConnell Library Conference Room 170/RUC Room 302

1. Welcome
2. Approve Minutes
3. Guest Speaker – Jen Norton, Assistant Athletic Director for Sports Performance
4. Spring “Coffee with the President” webinar will continue for April 14. Submit questions to Sandra Bond by email (smbond@radford.edu).
5. 2023-2025 Senator Elections
 - April voting will be by division and open approximately two weeks. Voting will close April 25th. Nominations and Elections committee meet: Kay Johnson (chair), Vanessa Conner, Heather Hollandsworth, Mark Lambert
6. Updates/Additional Topics
 - AP Bylaw changes that senators will discuss and vote on at the May 10, 2023. See attached.
 - Future AP Handbook review – Are there any AP Senators that would like to participate? Volunteer by April 24th.
 - Future AP Morale Survey – Are there any AP Senators that would like to participate? Volunteer by April 24th.
 - Email: Professional Writing Certificate from Dr. Amy Ruebens attached.
 - Email: Recruiting University 100 Teaching Team for Fall 2023 from Heather Hollandsworth attached.
7. Campus Events/Announcements - <https://calendar.radford.edu/all>
 - McConnell Library Music Mondays (Every Monday during Spring Semester. 12 Noon; Bird Room)
 - Mid-Week Music Series (Every Wednesday during the Spring Semester. 5 p.m.; Bonnie Plaza)
 - Apr 14 – Winesett Awards Ceremony (3-4 p.m.; McConnell Library)
 - Apr 15, 22 – Admissions Open House/Highlander Days Main Campus
 - Apr 17 – Radford Authors Receptions at RUC Campus
 - Apr 24 – RUC Chocolate Day (12 noon; RUC Library)
 - Apr 28 – RUC Highlander Admissions Day
 - Apr 28 – Red/White Athletic Gala. Live/silent auction, live music, guest speaker will be Bob Huggins. Ticket Link: <https://e.givesmart.com/events/t1R/>
 - May 5-6 – Commencement
 - Aug 11 – Radford Night at Nationals Park: Ticket link: <https://www.mlb.com/nationals/tickets/specials/college-day-series/radford-university>
 - Sept 15-17 – Family Weekend
 - Oct 14 – Highlanders Festival
 - Oct 19-21 – Homecoming (All Alumni, Faculty/Staff, Students & Friends are invited)
8. Adjournment

Next Meetings/Speakers:

- May 10, 2023 – Abbey Reynolds (Quest); Lauren Snelson
- June 14, 2023 – Lauren Snelson, Angela Joyner
- July 12, 2023 – Officer Elections

**Reminder AP Engagement Guidelines - in person meetings using Zoom Rooms

- Mute meeting rooms until the start of the meeting
- Reduce background noise and competing sounds as much as possible during the meeting.
- Raise hand and be called on to speak so there is one voice at a time. Introduce yourself if not personally recognized, so that both rooms can learn names/faces/voices.

AP Bylaw Proposed Changes:

PROPOSED NEW COPY:

Article IV – Membership

Definitions

University Division Numerical Code: Radford University's Administrative and Professional Faculty are assigned to a university division with a numerical code. Each university division numerical code will have representation on the senate.

As of May 2023, the university divisions with Senate representation are as follows (*University Division - Numerical Code*):

Academic Affairs - 10

Central Administration - 40 (Example: Presidential/Athletics/Others within the 40 numerical code)

Enrollment Management - 80

Finance & Administration - 20

Student Affairs - 50

University Advancement - 70

A Radford University organization chart is available at: <https://www.radford.edu/content/president-office/home/organization-structure.html>.

CURRENT COPY:

Article IV – Membership

Definitions

University Division: Units headed by the President or a Vice President/Provost as defined by the current University organizational chart available on the President's web site: <https://www.radford.edu/content/president-office/home/organization-structure.html>.

As of November 2020, the areas with Senate representation are as follows:

Academic Affairs

Central Administration (Presidential/Athletics/Center for Career and Talent Development/Institutional Equity)

Enrollment Management

Finance & Administration

Student Affairs

University Advancement

For up-to-date information, please see the University organizational chart.

Email on Summer Professional Writing Certificate:

I teach graduate courses in Radford's post-baccalaureate Professional Writing Certificate. Often, these courses attract Radford staff and faculty who want to develop in-demand workplace writing skills while utilizing the university's tuition benefits. One such course is ENGL 610 - Proposal Writing, which will be offered during Summer II 2023 (5 weeks) in an asynchronous, online format. Could you share information about ENGL 610 with your constituents? Here's the course description:

ENGL 610 - Proposal Writing - Summer II (Async. Online)

Dr. Amy Rubens (arubens@radford.edu)

ENGL 610 approaches proposal writing as a tool for managing change and solving problems in the workplace and other contexts of importance. Students will be guided in the entire proposal process, beginning with interpreting requests for proposals (RFPs) to responding to these calls using the best rhetorical (persuasive) strategies. Methods for revising and editing one's work also will be addressed. This course is suitable for all skill levels.

Dr. Amy Rubens

Director [Interdisciplinary Humanities Research Lab](#)

Associate Professor and Co-Coordinator of the [Health Humanities Minor](#)

Department of English

Email on University 100 Teaching Team:

Student Connection Programs within the Highlander Success Center invites you to express your interest in teaching UNIV 100 in the fall. This year, we are excited to incorporate a common read into the course and together will be reading How to Be Perfect: The Correct Answer to Every Moral Question by Emmy Award winning Michael Schur. If you are interested in being part of the UNIV 100 teaching team, please fill out this interest survey by April 12. If you have any questions, please contact Heather Hollandsworth at hhollings@radford.edu.

https://radford.co1.qualtrics.com/jfe/form/SV_01fGKat8MoVCRgO

Heather Hollandsworth

Associate Director, First-Year Experience