



## **PASADENA AREA COMMUNITY COLLEGE DISTRICT**

### **COUNCIL ON ACADEMIC AND PROFESSIONAL MATTERS**

**Wednesday, February 25, 2015**

**3:00 P.M. – 5:00 P.M.**

**C-233**

#### **MEETING NOTES**

Meeting called to order at 3:05 PM

##### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Eduardo Cairo questioned lack of notification regarding Matt Jordan leaving for position at another college. Dr. Bob Miller stated proper notice was in fact given and that while the timing is difficult, Dr. Kathy Scott and Dr. Ryan Cornner have much experience in Accreditation. Matt Jordan had agreed to work with the visiting team to set-up their visit. Stephanie Fleming is continuing as Faculty Self-Evaluation Chair.

Eduardo Cairo asked who chooses person(s) to be interviewed during an accreditation visit. Dr. Kathy Scott confirmed that the visiting team decides. Dr. Bob Miller reviewed public events and explained the scheduling process. Eduardo Cairo requested a list of faculty to be interviewed. Dr. Kathy Scott will ask the visiting team if they can provide.

Eduardo Cairo asked what will happen to APL facilities and equipment. Dr. Bob Miller responded that a decision has yet to be made. Must take everything out from Title V that is not related to CTE and Arts except Anthro lab and model classrooms. APL will co-habitat with Pathways in R building or east of entry on first floor. Have requested plans from Rueben Smith for dental, math, TLC, and general classrooms. Will use remaining Measure P to fund these projects.

##### **Reassigned Time**

Kris Pilon questioned status. Dr. Robert Bell recently received list but it is unclear how the list is generated and there are mistakes and missing information. Dr. Bob Miller responded that the list is provided by HR, connected to assignments. He is willing to sit down with AS and collectively figure out what reassigned time is for. Eduardo Cairo wants to review the report together along with all paperwork as it informs staffing. Dr. Bob Miller will set up a meeting to white board out the process and confer:

##### **Realignment Evaluation Process**

Eduardo Cairo feels this has fallen through the cracks. This will be on AS's agenda for Monday March 2.

##### **Hiring Committee Problems**

Eduardo Cairo plans to use a lottery system and will take the plan to College Council. Kris Pilon feels there are problems with cornerstone including bad prompts and duplication. Dr. Bob Miller has heard this before and has had discussions on the subject. This is typical with new software. Many people seem to be appreciate the convenience of an online system. Administration will meet with FA and figure out the best course of action.

Obtaining Requested Informed In a Timely Manner  
Complete.

#### EEO Training

Eduardo Cairo did not like the boilerplate nature of the provided training and feels it is boring, and repetitive. He recommends that the training be tailor-made to our problems. Dr. Bob Miller feels we should be able to do this and plan in Summer. Agreed to make changes for Fall.

#### Faculty College Responsibilities

Complete

#### IT Issues and Oversight

Kris Pilon stated there are curriculum Banner issues, prerequisite issues. Dr. Cynthia Olivo noted that the prerequisites are in Lancerpoint; delivered functionality including staffing, prerequisites, and clearances. There are planned enhancements in the next lancerpoint. Dr. Bob Miller asked how to notify faculty. Issue notice to all faculty and division secretaries/support staff.

- Notify faculty re grade – priority

- Send to Deans

- Waitlist problems

- Add codes don't work

#### Winter

Dr. Bob Miller will not be recommending Winter due to:

- Waiting for PERB

- Pending new President

Dr. Bob Miller asserts that the future evaluation of Winter must be open-minded, data-driven and tied to student needs. Suggested attending March 18 meeting and speak. Pat Rose stated we were told it will come back, feels FA dropped the ball. Dr. Bob Miller noted that no one can predict the future related to the PERB decision, but that he is open to changes. Eduardo Cairo asked if Dr. Bob Miller would provide both recommendations. Dr. Bob Miller will say what the Calendar Committee recommends, however, he cannot recommend based on PERB and other issues.

#### NCNs

Eduardo Cairo requested looks at caps of classes in Physical Education, and classes with high caps and low EMP. Dr. Kathy Scott reminded all that we must look at retention; need data.

Meeting adjourned at 5:00 PM