



PASADENA AREA COMMUNITY COLLEGE DISTRICT

COUNCIL ON ACADEMIC AND PROFESSIONAL MATTERS

Wednesday, April 27, 2016
2:00 PM – 3:30 PM
President's Conference Room C-233

Summary Notes

Members in attendance: J. Cho, S. Fleming, V. Foster, S. Rose
K. Scott, R. Vurdien

1. Call to Order

Meeting called to order at 2:10 p.m. by President Vurdien.

2. Approval of meeting notes: March 23, 2016 - approved

3. Announcements

None

4. Public Comments on Non-agenda Items

None

5. Professional Development

V. Foster announced that Susan Bower has stepped down as the Faculty Development Chair. President Vurdien stated that the professional development budget will be similar to last year, until we look at program review. A discussion followed and the following items were discussed:

- Professional development director job description
- Professional development administrative procedures
- Professional development committee outcome

President Vurdien stated that the director of equity, and the director of professional development positions may be flown after the VPI begins in July. President Vurdien indicated that the minimum qualifications for both positions should be the same. Both positions will be categorized as academic administrators.

6. Department Chairs

President Vurdien stated that the new VP of HR and VPI will work with the Faculty Association to develop a timeline. VP Scott will work with V. Foster to develop a job description for department chairs. President Vurdien stated that the new VPI will review the job description with the academic senate and assess what is managerial responsibility. The final description will be presented to the union in the fall and, if all is complete, the positions can be flown in spring 2017. VP Scott will provide a list of dean job responsibilities to V. Foster. V. Foster added that deans should encourage faculty participation. President Vurdien stated that the new VPI and VPSS will work with the academic senate to provide a list of job responsibilities for deans and department chairs which will be presented to faculty.

8. Future Meeting Dates: May 11, May 25, June 8

Summer CAPM meetings will be held Wednesday mornings, specific time TBD.

9. Adjournment

Meeting adjourned at 3:10 p.m.