



PASADENA AREA COMMUNITY COLLEGE DISTRICT

**COUNCIL ON ACADEMIC
AND PROFESSIONAL MATTERS**

Tuesday, September 20, 2016
2:00 PM – 3:30 PM
President's Conference Room C-233

Summary Notes

Members in attendance: S. Fleming, V. Foster, T. Giugni, C. Olivo, S. Rose, R. Vurdien, **Absent:** R. Bell
Guest: R. Storti

1. Call to Order

Meeting called to order at 2:03 p.m. by President Vurdien.

2. Approval of meeting notes: August 24, 2016.

3. Announcements

None

4. Public Comments on Non-Agenda Items

5. Equity

VP Giugni shared that there has been some concern over how data provided for flex day will be used. It was recommended that faculty be given the opportunity to opt out of receiving flex day data. VP Giugni and VP Olivo will work together to develop professional development for deans on the appropriate use of equity data.

6. Bullying Policy

C. Kollross will work on policy language.

7. Ethics Procedure Rewrites

V. Foster requested an update on the revision of ethic policies. President Vurdien stated that he will discuss the process and get an update from K. Scott.

8. Coordinators and Reassignment Time Verification of Services

It was asked if there is a system in place that tracks if coordinators are spending their time effectively. President Vurdien stated that hours should be reflected on faculty load sheets. VP Giugni added that deans should be responsible for completing coordinator evaluations.

9. Announcements

None

10. Future Agenda Items

None

11. Future Meeting Dates: October 18, November 15

12. Adjournment: Meeting adjourned at 3:04 p.m.