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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: April 27th, 2018 **1:30 PM - 2:30 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ming-Bao Yue	P	Unhee Lim, Vice Chair	P			None	
Hyoung-June Park	A	Jeff Goodwin	P				
Scott Robertson, Chair	E						
Jason Higa, Secretary	P						
		John Casken, liaison	P	John Kinder, Staff			

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Vice Chair at 1:41 pm
REVIEW OF MINUTES	1. The minutes of the February 2, 2018 Committee on Professional Matters (CPM) had been circulated electronically for comments.	Motion by MB Yue to approve the February 2nd, 2018 minutes; seconded by U Lim. Approved unanimously
CHAIRS REPORT	1. None	1. No action.
UNFINISHED BUSINESS	1. Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy. 2. AP12.304 from OVPRI re: Financial Conflict of Interest (FCOI)	1. J. Goodwin reported that the Minors Policy is still being drafted by the President's Office. 2. VPRI Syrmos informed CPM that neither he nor OVPRI Manager (Mr. Dwight Takeno) could attend today's CPM meeting but that they would notify CPM of any future progress. U Lim to draft a follow up report and discussion to continue with next year's CPM.



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BUSINESS	1. Discussion on Delegation of Departmental Chair Duties to Associate Professors	1. CPM reviewed references on ethical and professional standards for administrators when appointing Associate-rank faculty as Department Chair: Insight Higher Ed (http://www.insidehighered.com/advice/2013/03/27/if-you-must-appoint-associate-professor-chair-essay) and MLA report on Associate Professor survey. CPM will draft a list of minimal conditions recommended to Deans/Directors and submit it to SEC with a recommendation to also forward it to VC Bruno.
ADJOURNMENT		Motion to adjourn by MB Yue; seconded by J Goodwin. Approved with 4 votes in favor of approval and 0 against. Meeting adjourned at 2:30 pm.

Respectfully submitted by Jason Higa, Secretary.

Approved on March XX, 2018 with X votes in favor of approval and X against.