

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE
MINUTES OF MEETING Jan. 21, 2015 APPROVED BY COMMITTEE Feb. 4, 2015
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: David Boyns, Alberto Candel, James Decker, Sheila Grant, Julia Heinen, Fermin Herrera, Mara Houdyshell, Michael Kabo, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy, James Solomon

Member Absent: Deborah Cours

Staff: William Whiting, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Approval of Minutes from December 3, 2014

The Committee reviewed the minutes of December 3, 2014. The Committee acted on the following motion:

MSP: That the minutes of the meeting of December 3, 2014 be approved.

Passed 9-0-1.

2. Announcements

Whiting announced that there was a new Collective Bargaining Agreement, and that he would review the new contract to see if there are any changes that would affect Sections 600 and 700 of the *Administrative Manual*.

Grant announced that David Boyns was appointed designee by the Interim Faculty President to serve on PPR.

3. **Executive Session: Dean Mark Stover for approval of Associate Dean of University Library Search (time certain: 1:30 pm)**

Dean Stover met with the Committee to discuss the internal search Associate Dean of the University Library. The Committee reviewed the draft Management Vacancy Announcement. After discussion, the Committee acted upon the following motion:

MSP: That the search for Associate Dean of the University Library not be approved as an internal search.

Passed 11-0-1.

4. Discussion of Inquiry Related to Lecturer Office Hours

The Committee continued discussion of Section 702.1 regarding Lecturer office hours for the campus. Whiting will be surveying the College Deans and contacting the Chancellor's Office regarding office hours policies.

5. Discussion of Draft Letter Related to Department Review of Publications

The Committee continued the discussion of the draft letter to remind departments of things they should be aware of when evaluating a potential publication venue and different resources that can help them to verify their legitimacy. The Committee reviewed the draft letter and made suggestions. The draft letter with the suggested revisions will be reviewed at the next meeting.

6. **Executive Session:** Discussion of Search for Provost and Vice President for Academic Affairs

Grant announced that Harry Hellenbrand will be stepping down from his position as Provost and Vice President for Academic Affairs at the end of the academic year. A national search will be conducted to search for his successor who is expected to begin on July 1, 2015. Per the *Administrative Manual* the Committee must appoint two faculty members to be part of the search committee for the Provost. The Committee conducted an election, and Sheila Grant and Fermin Herrera were elected as the two faculty members who would join the search committee for the Provost position.

7. Proposed change in Section 622.3.1 (Kabo)

Kabo presented proposed changes to Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees. The Committee will continue discussion of the proposed changes at its next meeting.

8. **Executive Session:** Meeting with Provost Hellenbrand to Discuss Retention, Tenure, and Promotion Cases Involving Second-Year Probationary Faculty (**time certain call in: 2:30 pm**)

Provost Hellenbrand phoned to update the Committee on the progress of the review of 2nd-Year tenure-track faculty members. The Provost informed the Committee that there are currently 22 2nd-Year faculty members under review.

9. Updates on Review of Department and College Personnel Procedures

The Committee members shared their progress on the review the Department and College personnel procedures that are under review this academic year. Personnel procedures for CTVA, Kinesiology, and Theatre will be brought to the Committee at the next meeting.

10. Other Business

None.

11. Adjournment

The meeting was adjourned at 3:24 p.m. The next meeting of the Committee is scheduled for 1:15 p.m. on February 4, 2015 in University Hall 277.