

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING January 22, 2014

APPROVED BY COMMITTEE \_\_\_\_\_

Sub. to Exec. Comm. \_\_\_\_\_

Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_

Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: John Adams, Katherine Dabbour, James Decker, Sheila Grant, Julia Heinen, Michael Kabo, Carrie Rothstein-Fisch, Magnhild Lien, Louis Rubino, Judy Schmidt-Levy, James Solomon

Members Absent: Deborah Cours, Shane Frehlich

Guests: S.K. Ramesh and William Watkins

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from December 4 and December 18, 2013

The Committee reviewed the minutes of December 4 and December 18. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of December 4 and December 18 be approved as amended:

Passed 7-0-2 (Dec.4) and Passed 3-0-0 (Dec.18)

2. Announcements

Grant announced Whiting as being appointed Associate Vice President for Faculty Affairs.

3. Executive Session: Emeritus Nomination

Grant shared with the Committee a nomination for a faculty member to receive Emeritus status.

**MSP:** That the following faculty member be recommended to the President for conferral of Emeritus status:

<u>Name</u>	<u>Rank</u>	<u>Department</u>	<u>Years</u>
Karen A. Kearns	Professor	CTVA	1985-2013

Passed unanimously.

4. Update on e-PIF Subcommittee (Dabbour)

The e-PIF subcommittee (Dabbour, Lien, Stepanek, Grant and Whiting) discussed its progress in researching the potential use e-PIFs. Dabbour shared with the Committee that the survey, to be sent out to full-time tenure-track faculty and reviewing agencies to assess faculty sentiment on the use of e-PIFs, would be distributed to the campus within the first two weeks of the Spring 2014 semester. The Committee suggested setting February 17, 2014 as the deadline to submit survey responses.

5. **Executive Session: Update on Search for Dean of the Mike Curb College of Arts, Media, and Communication (Cours)**

Grant, on behalf of Cours, updated the Committee on the progress of the search for Dean of AMC. Grant reported that the Search Committee is currently reviewing applications and will be meeting next week to discuss the results of the second evaluation instrument.

6. **Executive Session: Meeting with Dean Ramesh to Request Approval for Internal Search for Associate Dean of the College of Engineering and Computer Science (time certain: 2:00 pm)**

Dean Ramesh met with the Committee to request approval for the internal search for the Associate Dean of the College of Engineering and Computer Science. The Committee reviewed the draft Management Vacancy Announcement and suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the internal search for Associate Dean of the College of Engineering and Computer Science be approved.

Passed unanimously.

7. **Executive Session: Meeting with Vice President for Student Affairs and Dean of Students William Watkins to Request Approval for Search for Associate Vice President for Student Access and Support Services (time certain 2:30 pm)**

Vice President William Watkins met with the Committee to request approval for the search for the Associate Vice President for Student Access and Support Services. The Committee reviewed the draft Management Vacancy Announcement and suggested changes. The Committee was also asked to appoint two members to the search and screen committee. After discussion, the Committee acted on the following motion:

**MSP:** That the search for Associate Vice President for Student Access and Support Services be approved.

Passed unanimously.

8. **Updates on Review of Department and College Personnel Procedures**

The Committee discussed the progress in working with departments whose personnel procedures are under review this academic year.

9. **Update from Subcommittee on Emeritus Status for Lecturers**

Whiting informed the Committee that there was no progress to report.

10. **Inquiry from Dean of College of Engineering and Computer Science regarding Term of Department Chair of Computer Science**

Grant discussed with Committee an inquiry from the Dean of ECS regarding the term for the incoming Department Chair of Computer Science. Steven Stepanek, the former Department Chair for Computer Science, left the position with one semester remaining in the appointment. Grant and Whiting conferred with the department and agreed that the new Department Chair

appointment should be for a 3½ year term to include the remaining semester from the appointment of the previous Department Chair.

11. Inquiry from Chair of Health and Human Development College Personnel Committee regarding Review of Department Personnel Procedures

Grant discussed with the Committee requests for extensions from the College Personnel Committee to review department personnel procedures for both the Nursing and Family and Consumer Sciences departments. An email vote was sent out the Committee and the Committee voted on the following:

**MSP:** That the College Personnel Committee for Health and Human Development be granted an extension to Feb. 4<sup>th</sup> by 5 pm to review the department personnel procedures for Nursing and Family and Consumer Sciences.

Passed via email vote: 9-2-0

12. Inquiry from History Department for Extension of Deadline for Personnel Procedures

Grant discussed with the Committee an inquiry from the History department asking for an extension of the deadline to submit department personnel procedures to the College Personnel Committee. After discussion the Committee acted on the following motion:

**MSP:** That the History department not be granted a deadline extension to the deadline to submit department personnel procedures to the College Personnel Committee and therefore the Department would revert to Section 600 for all department procedures.

Passed unanimously.

13. Other Business

None.

14. Adjournment

The next meeting of the Committee is tentatively scheduled for 1:15 p.m. on February 5, 2014 in University Hall 277. The meeting was adjourned at 3:25 p.m.