

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 8, 2017 APPROVED BY COMMITTEE Feb. 22, 2017

Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: None

Visitors: Yi Li

Staff Present: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:25 p.m.

2. Approval of Minutes from January 25, 2017

The Committee reviewed the minutes of January 25, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of January 25, 2017 be approved as amended.

Passed 12-0-0.

3. Announcements

Doonan reminded the Committee of the upcoming art exhibit in collaboration with students titled "Stone Sounds." The exhibit focuses on an excavation site in Turkey, Sinop Kale. The opening for exhibit will be on February 11, from 4-7 pm in the West Art Gallery.

4. Section 600 Searches

A. Director, Educational Opportunity Programs

Herrera shared that the search Committee is currently reviewing applications.

B. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that the search committee is currently selecting the candidates who will be invited for a Skype interview.

C. Associate Dean, College of Humanities

Lemus reported that search report is being written by the search committee, and the expected hire date is for August 2017.

D. Vice Provost

Lemus reported that the charge meeting has been scheduled for February 16, 2017.

E. Director, University Counseling Services

Schmidt-Levy reported that the search committee has reposted the position, and they have new applications to review.

5. **Executive Session: Meeting with Provost Yi Li to discuss Second Year Retention, Tenure and Promotion**

Provost Li met with the Committee to update them on the reviews of the 2<sup>nd</sup> Year tenure-track faculty members.

6. **Discuss Service Credit/MOUs (Ayala-Alcantar)**

The Committee discussed the MOU template document from CSU Channel Islands and how this document could be tailored to fit the needs for a new faculty member entering into a Retention, Tenure and Promotion MOU with the department. The Committee decided to create a best practices guide for Retention, Tenure and Promotion MOUs to help guide departments and deans. The subcommittee will also work on short paragraph that will possibly be included in Section 600.

7. **Update on Meeting with the Executive Committee of the Faculty Senate on the Adoption of Policy Recommendation for Section 707 and Adoption of Policy Recommendation for Section 713 (Grant and Lemus)**

Grant and Lemus reported to the Committee the decision from the Executive Committee of the Faculty Senate on the Adoption of Policy Recommendation for Section 707 and the Adoption of Policy Recommendation for Section 713. The Faculty Senate President Swenson ruled the two policy recommendation adoptions as editorial, and therefore they do not need to go to the Faculty Senate. The changes will be made to the 2017-18 Section 700 *Administrative Manual*.

8. Review of Department and College Personnel Procedures

A. The Committee reviewed the Post-Tenure Review procedures from the Department of Elementary Education. After discussion, the Committee acted on the following motion:

**MSP:** That the Post-Tenure Review procedures from the Department of Elementary Education be approved.

Passed unanimously.

B. The Committee reviewed the Post-Tenure Review procedures from the Department of Physics and Astronomy. After discussion, the Committee acted on the following motion:

**MSP:** That the Post-Tenure Review procedures from the Department of Physics and Astronomy be approved.

Passed unanimously.

9. Report from Liaisons on Department/College Personnel Procedures

The members assigned as liaisons for the review of Department and College personnel procedures gave updates on their progress.

The following personnel procedures that were received early in their view cycle were assigned to the following Committee members:

Owen Doonan – College of Social and Behavioral Sciences  
Bill Whiting – College of Arts, Media, and Communications  
Fermin Herrera – Department of Music  
Lynn Lampert – Department of Secondary Education  
Sean Murray – Department of Recreation and Tourism Management

10. Updates from Pending Matters for the 2016-2017 Academic Year

A. eRTP subcommittee– (Zhang, Herrera, Boyns, and Grant):  
The subcommittee gave an update on its progress researching eRTP options. A webinar is schedule for Thursday, February 23, at 11 am for a presentation on how San Diego State University is using Interfolio for the eRTP process. Committee members who are available are encouraged to attend.

B. Sect 600 subcommittee– (Wiegley, Murray, Lampert, and Grant):

The subcommittee will be providing more in-depth rationales for the changes to Section 600 that were approved in meetings during the Fall 16 semester.

- C. Manuals and MPP searches subcommittee– (Levy, Whiting, and Grant):  
No update.
- D. Service Credit/MOUs subcommittee– (Ayala-Alcantar, Ebin, Doonan, and Grant):  
See Item 6. The subcommittee will also look into writing a best practices guide, for awarding service credit to new tenure track faculty.
- E. PP&R Composition (Committee of the Whole)  
Grant and Schmidt-Levy will be presenting regarding the PP&R composition at the next SEC meeting in March.

11. Other/New Business

None.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on February 22, 2017 in University Hall 277. The meeting was adjourned at 3:05 pm.