

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 8, 2017 APPROVED BY COMMITTEE March 15, 2017

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

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

POLICY ITEM: 6, 7, 8, 9

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermín Herrera, Judy Schmidt-Levy, Merril Simon, William Whiting, Jeff Wiegley

Members Absent: Lynn Lampert, Sean Murray, Yue (Jeff) Zhang

Visitors: None

Staff Present: Iliana Carvajal, Recording Secretary

Staff Absent: Daisy Lemus, Executive Secretary

1. Call to Order

Grant called the meeting to order at 1:12 p.m.

2. Approval of Minutes from February 22, 2017

The Committee reviewed the minutes of February 22, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of February 22, 2017 be approved as amended.

Passed 9-0-1.

3. Announcements

- A. Grant announced that the next Town Hall Meeting will be held Friday, March 10, 2017 from 12 to 1:30 pm in Cypress Recital Hall (CY158).
- B. Grant introduced Merril Simon, Professor in the Department of Educational Psychology and Counseling as representative for the Michael D. Eisner College of Education.
- C. Carvajal announced that the position for Senior Director in the Office of Faculty Affairs was just posted and applications are currently being accepted.

4. Section 600 Searches

- A. Director, Educational Opportunity Programs

Herrera shared that the Search Committee has conducted the second round of application screenings. The Search Committee will be meeting next week to make further progress in the search.

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

Whiting reported that the Search Committee conducted Skype interviews.

C. Associate Dean, College of Humanities

No update.

D. Vice Provost

Boyns and Doonan reported that the position was posted last week and applications are currently being accepted.

E. Director, University Counseling Services

Schmidt-Levy reported that the Search Committee invited two candidates for on campus interviews. The on campus interviews were conducted this week.

5. Updates on Section 600 Decisions and Approvals

A. Approval of extension of the deadline for College-level RTP letters from the College of Social and Behavioral Sciences for a faculty member under review in the Department of Social Work

Grant updated the Committee on a request she received from the CPC for the College of Social and Behavioral Sciences for an extension to the deadline for their recommendation letter to a faculty member under review in the Department of Social Work. Two CPC members were away at conferences and were not available. The extension was granted for the CPC letter to be due to the faculty member from March 3<sup>rd</sup> to March 7<sup>th</sup> by 5 pm.

B. Approval of extension to GRIF deadline by email vote

Granted updated the Committee that another extension for the GRIF application deadline was granted to the Office of Research and Graduate Studies to March 13<sup>th</sup>. The vote was conducted by email and approved with a vote of 10-0-3 by the Committee on Thursday, March 2<sup>nd</sup>.

6. Update on Meeting with the Executive Committee of the Faculty Senate on the Adoption of Policy Recommendation for Section 606, Adoption of Policy Recommendation for Section 635, Adoption of Policy Recommendation for Section 637, Adoption of Policy

Recommendation for Section 641.2.4, Composition of the PP&R Committee (Schmidt-Levy)

Schmidt-Levy updated the Committee on the meeting with the Executive Committee of the Faculty Senate regarding the Adoption of Policy Recommendation for Section 606, Adoption of Policy Recommendation for Section 635, Adoption of Policy Recommendation for Section 637, and Adoption of Policy Recommendation for Section 641.2.4. The Executive Committee asked for revisions to the format of all the Adoption of Policy Recommendations. All the revisions were made and provided to the Faculty Senate for the first reading on Thursday, March 9, 2017.

The Executive Committee discussed PP&R's suggested changes to the bylaws that govern the constitution of PP&R. Clarifications were suggested by the Executive Committee. A formal proposal for the suggested changes to the bylaws about the composition of PP&R with supporting rationale will be presented at the next Executive Committee meeting by PP&R.

7. Review of Proposed Changes to Section 603, Faculty Instructional Load

The Committee reviewed a proposed revision to Section 603. The revision is suggested because the faculty members no longer help students with registration and the language is therefore outdated. After discussion, the Committee acted on the following motion:

**MSP:** That Section 603.1 be revised as follows:

603.1 Faculty Instructional Load.

The normal faculty instructional load is considered to be 12 weighted units of instruction and the equivalent to three weighted teaching units, including ~~registration~~, advisement, committee assignments, reports, and office hours. Except for illness, approved or unavoidable absence, or approved modifications to the class schedule, faculty members with instructional assignments are responsible for meeting all assigned classes in accordance with the University Schedule of Classes and faculty office hours as scheduled, posted, and on file in Department offices.

Approved 10-0-0.

Boyns, as Faculty President Representative, deemed the above change as editorial. The change will be made to Section 600.

8. Review of Draft Adoption of Policy Recommendation for Section 604

The Committee reviewed the Adoption of Policy Recommendation for Section 604. The Summary of Supporting Reasons was discussed and revisions were made. The

Committee decided to table further discussion until the following meeting for more Committee members to weigh in on the Summary of Supporting Reasons.

9. Review of Rationale for Adoption of Policy Recommendation for Section 622.4 and Section 622.6

The Committee discussed the rationale and Summary of Supporting Reasons for the Adoption of Policy Recommendation for Section 622.4 and Section 622.6. After revisions were made to the rationale and Summary of Supporting Reasons, the Committee acted on the following motion:

**MSP:** That the rationales and Summary of Supporting Reasons for the Adoption of Policy Recommendation for Section 622.4 and Section 622.6 be approved and presented at the next Executive Committee of the Faculty Senate meeting on March 30, 2017.

Approved 10-0-0.

10. Review of Department and College Personnel Procedures  
A. Post-Tenure Review Procedures, Department of Psychology

The Committee reviewed the Post-Tenure Review procedures for the Department of Psychology. After discussion, the Committee acted on the following motion:

**MSP:** That the Post-Tenure Review procedures for the Department of Psychology be approved.

Approved 10-0-0.

11. 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 members will follow up with the departments who were granted extensions for their personnel procedures.

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

A. eRTP subcommittee– (Zhang, Herrera, Boyns, and Grant):  
No update.

B. Sect 600 subcommittee– (Whiting, 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.

C. Manuals and MPP searches subcommittee– (Levy, Whiting, and Grant):  
No update.

D. Service Credit/MOUs subcommittee– (Ayala-Alcantar, Ebin, Doonan, and Grant):

No update.

E. PP&R Composition (Committee of the Whole)  
See item 6.

13. Other/New Business

None.

14. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on March 15, 2017 at the Orange Grove Bistro. The meeting was adjourned at 2:59 pm.