

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 9, 2016 APPROVED BY COMMITTEE Mar. 16, 2016

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, Deborah Cours, James Decker, Owen Doonan, Sheila Grant, Fermin Herrera, Michael Kabo, Lynn Lampert, Sean Murray, Kathleen Rowlands, Louis Rubino, Judy Schmidt-Levy

Guests: Penelope Jennings, Kenneth Lord, William Watkins,

Staff: Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:18 pm.

2. Approval of Minutes from February 24, 2016

The Committee reviewed the minutes of February 24, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of February 24, 2016 be approved as amended.

Passed unanimously.

3. Announcements

None.

4. **Executive Session:** Meeting with William Watkins to Discuss the Director of Counseling Services Search

Vice President for Student Affairs and Dean of Students William Watkins met with the Committee to request approval for the search for the Director of University Counseling Services. The Committee reviewed the draft Management Vacancy Announcement and the Performance Program. After discussion, the Committee acted on the following motion:

MSP: That the search for the Director of University Counseling Services be approved.

Passed unanimously.

MSP: That Judy Schmidt-Levy serve as one of the Committee representatives on the search and screen committee for the Director of University Counseling Services. The second search committee member representing PP&R will be elected at the next meeting.

5. **Executive Session: Meeting with Kenneth Lord to Discuss the Associate Dean of the David Nazarian College of Business and Economics Search**

Dean of the David Nazarian College of Business and Economics Kenneth Lord met with the Committee to request approval for the search for the position of the Associate Dean of the David Nazarian College of Business and Economics, as internal to the College. The Committee reviewed the Management Vacancy Announcement and suggested changes. After discussion, the Committee acted on the following motion:

MSP: That the search for the Associate Dean of the David Nazarian College of Business and Economics not be approved as an internal search.

Passed 12-0-1.

Grant will contact Dean Lord to discuss the Committee's concerns about the Management Vacancy Announcement and potential applicant pool.

6. Updates on Section 600 Decisions and Approvals

The Committee received a request for extension of the deadline for the College-level RTP letters from the College of Social and Behavioral Sciences for a faculty member under review in the Department of Anthropology. Grant reported that, based on an email vote of the Committee members, the College Personnel Committee and the Dean of the College of Social and Behavioral Sciences were granted extensions to have their RTP letters to a candidate by March 4, 2016 by 5 pm.

7. Updates on Section 600 Searches

A. Dean, College of Health and Human Development

Kabo reported that the search for the Dean of the College of Health and Human Development is progressing with on-campus interviews scheduled for this week and the following week.

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

Cours reported that the search for the Dean of the Mike Curb College of Arts, Media, and Communication is progressing with on-campus interviews being scheduled for the first and third week of April.

8. Update on Notification to Departments about Post-Tenure Review Procedures Scheduled for Review (Jennings)

Jennings updated the Committee on the notification letters sent to departments about Post-Tenure Review procedures scheduled for the review. Daisy Lemus, Executive Secretary of PP&R sent letters to the eleven departments that are scheduled for review this year on February 29, 2016. The deadline for the departments to submit their Post-Tenure Review procedures is April 1, 2016.

9. Update on Meeting with the Executive Committee of the Faculty Senate and Discussion of Emeritus Policy

Grant, Jennings, and Schmidt-Levy updated the Committee on the meeting with the Senate Executive Committee of the Faculty Senate on Thursday, March 3, 2016 related to the Emeritus Policy. The Committee reviewed the recommendations of the Senate Executive Committee to the Emeritus Policy and the draft Committee Report of Adoption of Policy Recommendations (Faculty Emeritus Criteria and Procedures).

After discussion, the Committee acted on the following motion:

MSP: That the draft Committee Report of Adoption of Policy Recommendations (Faculty Emeritus Criteria and Procedures) be approved.

Passed unanimously.

Grant and Jennings will meet with the Faculty Senate on Thursday, March 10, 2016 for the “first reading” of the proposed Emeritus Faculty policy recommendations.

10. Report from the Exceptional Service Awards Subcommittee

The Subcommittee shared with the Committee the revised Exceptional Service to Students Awards Criteria and Procedures and Application Form. The Committee reviewed the criteria and procedures and the form, and suggested changes. Rubino and Lemus will present it to the Senate Executive Committee of the Faculty Senate at the March 17, 2016 meeting. An invitation to faculty to apply will be sent prior to Spring Break.

11. Review of Department and College Personnel Procedures

A. Post-Tenure Review Procedures from the Department of Urban Studies and Planning

The Committee reviewed the Post-Tenure Review procedures from the Department of Urban Studies and Planning. After discussion, the Committee acted on the following motion:

MSP: That the Post-Tenure Review procedures for the Department of Urban Studies and Planning be approved.

Passed unanimously.

B. Post-Tenure Review Procedures from the Department of Journalism

The Committee reviewed the Post-Tenure Review procedures from the Department of Journalism. After discussion, the procedures were referred back to the department for clarification.

12. Other Business

- A. The clean electronic copy of the personnel procedures from the Department of Health Sciences was received and is currently being reviewed by Sheila Grant.
- B. Kabo asked the Committee to review the process for how the Colleges elect faculty members to serve on the Personnel Planning and Review Committee and also how many terms a faculty member may serve on the Committee. The Committee will review this at a future date.
- C. Schmidt-Levy asked the Committee to review the process for composition of the search committee for the Director of Counseling Services. The Committee will review this at a future date.

13. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on March 16 in University Hall 277. The meeting was adjourned at 3:27 p.m.