

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 15, 2017 APPROVED BY COMMITTEE March 29, 2017

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

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

POLICY ITEM: 7

POLICY INTERPRETATION ITEM:

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

Members Absent: Yue (Jeff) Zhang

Visitors: Edward Alfano, Harry Hellenbrand, Diane Schwartz

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

Staff Absent:

1. Call to Order

Grant called the meeting to order at 1:30 p.m.

2. Approval of Minutes from March 8, 2017

The Committee reviewed the minutes of March 8, 2017. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of March 8, 2017 be approved as amended.

Passed 12-0-0.

3. 2016-17 RTP Appeals

a. Responsibilities

Grant and Lemus shared with the Committee members the responsibilities in review appeal cases. The document with the appeal guidelines was distributed.

b. Subcommittees

The membership of the Subcommittee were shared with the Committee for all appeals received on Monday, March 13, 2017.

c. Timeline

The timeline for holding the appeal hearings and when the PP&R recommendation letters to the appellants was reviewed.

4. Action Items:

a. Review of Adoption of Policy Recommendation Section 606

The Committee reviewed the Summary of Supporting Reasons for Adoption of Policy Recommendation Section 606. The supporting reasons were amended to respond to comments from the Senate floor. After discussion, the Committee acted on the following motion:

**MSP:** That the Adoption of Policy Recommendation for Section 606 be approved with the amended Summary of Supporting Reasons and presented to the Senate Executive Committee and for the Second Reading to the Faculty Senate.

Approved 10-0-1.

b. Review of Adoption of Policy Recommendation Section 635

The Committee reviewed the revised Adoption of Policy Recommendation Section 635 which incorporated edits in Section 635.2 given by the Senate floor about the written response and/or meeting between the faculty member under review and the reviewing agency. After discussion, the Committee acted on the following motion:

**MSP:** That the Adoption of Policy Recommendation Section 635 be approved and presented to the Senate Executive Committee and for the Second Reading to the Faculty Senate.

Approved 10-0-1.

5. Changes in Section 600

a. Last 5 years of Section 600 changes (from Annual Reports)

The Committee read the PP&R Annual Reports for the 2012-13, 2013-14, 2014-15, and 2015-16 Academic Years to review all the Section 600 changes made in those years.

b. Annual Report 2016-17 prep

The Committee reviewed a summary of the Section 600 and 700 changes that have been passed by the Committee during this academic year. A list of pending items to be looked at in the coming academic year will be prepared to include in the annual report.

6. Section 600 Historical run thru of Faculty Governance & PP&R, Panel with Diane Schwartz, Edward Alfano, Harry Hellenbrand

Diane Schwartz, former Faculty President, Edward Alfano, Chair of Art Department and former PP&R Chair, and Harry Hellenbrand, Professor of English and former Provost shared with the Committee a historical perspective of Faculty Governance and the role of PP&R at CSUN.

7. Personnel Procedures Calendar in Section 600 for 2017-18

a. Review of Draft 2017-18 Calendar of Personnel Procedures

The Committee reviewed a first draft of the 2017-18 Calendar of Personnel Procedures. Further discussion of the calendar will continue in future meetings.

b. Discuss inquiries for deadline changes

i. Inquiry from CPC from SBS –modifying College level RTP decisions timeline

The Committee reviewed an inquiry from the CPC of the College of Social and Behavioral Sciences about changing the review timeline to afford the College level reviews more time to view the Retention, Tenure, and Promotion files. After discussion, the Committee decided that there was no room to alter the calendar to afford the College level more time to review.

ii. Modifying Calendar item #9 for Sabbatical applications

Language for the proposed revision to item #9 in the Calendar of Personnel Procedures will be reviewed at future meeting.

8. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on March 30, 2017 at UN 225. The meeting was adjourned at 5:07 pm.