

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 29, 2017 APPROVED BY COMMITTEE April 12, 2017
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 7, 10

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, Merrill Simon, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

Members Absent: None

Visitors: Shelley Ruelas-Bischoff, Crist Khachikian

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

1. Call to Order

Grant called the meeting to order at 1:15 p.m.

2. Approval of Minutes from March 15, 2017

The Committee reviewed the minutes of March 15, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of March 15, 2017 be approved as amended.

Passed 13-0-0.

3. Announcements

Lemus announced that the Exceptional Service to Students Awards are being extended for the 2017-18 because of the Collective Bargaining Agreement being extended for another year. The Exceptional Service to Students Awards Subcommittee was reconstituted as Ebin, Lamperts, Boyns, and Simon. The Subcommittee will review the documents and determine a deadline for submitting of applications and the timeline for reviewing the applications to be completed before the end of the semester. The awards will be granted for the 2017-18 Academic Year.

4. Update on Section 600 Searches

A. Director, Educational Opportunities Program (Herrera)

Herrera shared that the Search and Screen Committee Skype interviews are currently in progress.

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

Whiting shared that the Search and Screen Committee has scheduled 4 candidates for on campus interviews which will be held April 10-21, 2017.

C. Associate Dean College of Humanities (Lemus)

Lemus reported that the final search report is being submitted to the Office of Diversity and Inclusion for review.

D. Vice Provost (Boyns & Doonan)

Doonan reported that the 1st screening instrument for the search has been finalized and applications were screened. The Search and Screen Committee is working on the second screening of applications.

E. Director, University Counseling Services (Schmidt-Levy)

Schmidt-Levy reported that the Search Committee has met and made recommendations to Dr. Watkins for his review.

5. Updates on Section 600 Decisions and Approvals

A. CSBS College Personnel Committee approval for faculty candidate to add publication

Grant reported that the CSBS College Personnel Committee approved the submittal of a publication for a faculty member in the Department of Anthropology. The file is being re-reviewed by all the Department-level and College-level reviewing parties.

6. **Executive Session:** Update on Appeals

The Committee discussed the timeline for Appeal hearings and when the Committee would deliberate on the Appeal cases.

7. Update on Adoption of Policy Recommendations for the following Sections

The update below for the six Adoption of Policy Recommendations was shared with the Committee. All six policies are being presented to the Senate Executive Committee at its meeting on March 30, 2017.

	Policy	Status	Next Step
1.	622.4.1, Appointment and Evaluation of Deans of College and the Library	First time to SEC– March 30 th	
2.	622.6.2, Appointment and Evaluation of Department Chairs	First time to SEC– March 30 th	
3.	641.2.4, Advanced Award of Tenure	No changes from 1st reading on March 9	SEC and 2 nd reading
4.	637, Decision of the President	No changes from 1 st reading on March 9	SEC and 2 nd reading
5.	635, Evaluations and Recommendations on Retention, Tenure, and Promotion	Changed sentence in Section 635.2.2.b due to feedback from Senate on March 9	SEC and 2 nd reading
6.	606, Personnel Files	Changed Summary of Supporting Responses to respond to Senate comments on March 9	SEC and 2 nd reading

The Adoption of Policy Recommendation for Section 604 will continue into 2017-18 as a pending item for the Committee in order to consult widely with different areas of the University on the proposed changes.

8. Review of Department and College Personnel Procedures

A. Department of Geology

The Committee reviewed the Tenure Track personnel procedures from the Department of Geology. After discussion, the procedures were referred back to the department for clarification.

9. **Executive Session: Report for the Search of Director of University Counseling Services**

Dr. Shelley Ruelas-Bischoff, Chair of the Search and Screen Committee for the Director of University Counseling met with the Committee to discuss the search. The Committee reviewed the final report of the search. After discussion, the Committee acted on the following motion:

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

Approved 13-0-0.

10. **Meeting with Virginia Huynh to discuss proposed GRIF policy change and Crist Khachikian for Section 652**

The meeting with Virginia Huynh was postponed for later meeting.

Crist Khachikian met with the Committee to discuss making a change to Section 652.1 for Grant-Related/Specially-Funded Instructional Faculty Appointments. He brought to

the Committee's attention that the language in Section 652.1 contradicts coded memorandum 2004-07 and 2005-37 from the Chancellor's Office which states that funding for GRIF faculty will come from grants. The language in Section 652.1 is in contradiction to this coded memorandum from the Chancellor's Office. After discussion, the Committee acted on the following motion:

MSP: That Section 652.1 be revised as follows:

652 Grant-Related/Specially-Funded Instructional Faculty Appointments

652.1 Preamble

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRIF classification. ~~GRIF appointments allow California State University, Northridge (CSUN) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRIF appointment.~~

Approved 13-0-0.

David Boyns deemed the above change as editorial, as Faculty President representative.

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.

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

A. eRTP subcommittee

The subcommittee was asked to come up with a plan for the next phase of information gathering and consulting with the campus for eRTP.

B. Sect 600 subcommittee

No update.

C. Manuals and MPP searches subcommittee

No update.

D. Service Credit/MOUs subcommittee

No update.

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

No update.

13. Other Business

None.

14. Adjournment

The next meeting of the Committee is scheduled for 1:00 p.m. on April 12, 2017 at UN 277. The meeting was adjourned at 3:48 pm.