

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 4, 2016 APPROVED BY COMMITTEE May 11,  
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, Michael Kabo, Lynn Lampert, Sean Murray,  
Kathleen Rowlands, Louis Rubino, Judy Schmidt-Levy

Member Absent: Fermin Herrera

Guest: Penelope Jennings, Janet Oh

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

1. Call to Order

Grant called the meeting to order at 1:26 pm.

2. Approval of Minutes from April 27, 2016

The Committee reviewed the minutes of April 27, 2016. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of April 27, 2016 be approved.

Passed with one abstention.

3. Announcements

Grant announced that Dr. Farrell J. Webb has been appointed as Dean of the College of Health and Human Development. His appointment will begin on July 1, 2016.

4. Review of Draft 2016-17 Academic Year Calendar of Personnel Procedures

The Committee reviewed the revised 2016-17 Academic Year Calendar of Personnel Procedures. After discussion, the Committee acted on the following motion:

**MSP:** That the 2016-17 Academic Year Calendar of Personnel Procedures be approved as amended and presented to the Senate Executive Committee at its next meeting.

Passed unanimously.

5. Meeting with Janet Oh to Discuss Electronic Student Evaluations of Faculty Teaching

Janet Oh, Chair of the Student Evaluations of Faculty (SEF) Senate Subcommittee, met with the Committee to discuss electronic student evaluations for faculty and possible changes to Section 612.5.2.c.(2).(b).(ii). of the *Administrative Manual* requiring written student questionnaire evaluations for all faculty members who teach. Oh will provide additional information to Grant on best practices for the electronic evaluations.

6. Updates on Section 600 Searches

A. 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. The search report is forthcoming.

B. Director, University Counseling Services

Rubino and Schmidt-Levy reported that the search committee is progressing.

7. Review of Department and College Personnel Procedures

A. Department of Music

The Committee reviewed the personnel procedures from the Department of Music. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track personnel procedures for the Department of Music be approved as amended, pending receipt of a clean electronic copy.

Approved 11-1-0.

The Department is strongly encouraged to revisit the personnel procedures in the coming academic year.

B. Department of Secondary Education

The Committee reviewed the personnel procedures for Temporary Faculty Serving as Program Coordinators from the Department of Secondary Education. After discussion, the Committee acted on the following motion:

**MSP:** That the personnel procedures for Temporary Faculty Serving as Program Coordinators from the Department of Secondary Education be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

The Committee reviewed the personnel procedures for Post-Tenure Reviews from the Department of Secondary Education. After discussion, the Committee acted on the following motion:

**MSP:** That the personnel procedures for Post-Tenure Reviews from the Department of Secondary Education be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

The Committee reviewed the personnel procedures for tenure track faculty from the Department of Secondary Education. After discussion, the Committee acted on the following motion:

**MSP:** That the personnel procedures for tenure-track faculty from the Department of Secondary Education be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

#### C. Department of Communication Studies

The Committee reviewed the personnel procedures for tenure track faculty from the Department of Communication Studies. After discussion, the procedures were referred back to the department for clarifications.

#### D. Department of Computer Science

The Committee reviewed the personnel procedures for tenure track faculty from the Department of Computer Science. After discussion, the procedures were referred back to the department for clarifications.

#### E. Department of Anthropology

The Committee reviewed the personnel procedures for tenure track faculty from the Department of Anthropology. After discussion, the procedures were referred back to the department for clarifications.

#### F. Department of Chicana/o Studies

The Committee reviewed the personnel procedures for tenure track faculty from the Department of Chicana/o Studies. After discussion, the Committee acted on the following motion:

**MSP:** That the personnel procedures for tenure-track faculty from the Department of Chicana/o Studies be approved as amended, pending receipt of a clean electronic copy.

Passed unanimously.

8. Planning for New PP&R Member Orientation

Grant, Jennings, and Lemus will meet to discuss new member orientation information and processes.

9. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on May 11, 2016 in University Hall 277. The meeting was adjourned at 5:20 p.m.