

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 11, 2016 APPROVED BY COMMITTEE Sept. 7, 2016

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM: 8

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

Guest: Mary Curren, Devon Coombs, Vicki Ebin, Penelope Jennings, Yi Li, Elizabeth Say, Rishma Vedd, William Whiting, Jeff Wiegley, Yue (Jeff) Zhang

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

1. Call to Order

Grant called the meeting to order at 1:23 p.m.

2. Introduction of New PP&R Members and Election of PP&R Chair

Grant welcomed the new members of the 2016-17 Committee: Jeff Wiegley, Jeff Zhang, Vicki Ebin, and William Whiting.

The Committee accepted nominations for the Chair of the Personnel Planning and Reviewing Committee. Sheila Grant was nominated and elected as Chair of the Committee for the 2016-17 Academic Year.

3. Approval of Minutes from May 4, 2016

The Committee reviewed the minutes of May 4, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of May 4, 2016 be approved as amended.

Passed with one abstention.

4. Announcements

Grant announced that the revised Emeritus Rights and Privileges policy will be presented at the Faculty Senate on Thursday, May 12.

5. Executive Session: Meeting with Provost Yi Li to Discuss Retention, Tenure, Promotion and Appeal Cases

Provost Li met with the Committee to discuss the 2015-16 RTP decisions and appeal cases.

6. Updates on Section 600 Searches

A. Director, University Counseling Services

Rubino and Schmidt-Levy reported that the search is on hold for now and is expected to resume in 2016-2017.

B. Associate Vice President, Faculty Affairs

Herrera updated that the search is progressing with development of evaluation instruments to be used in reviewing applications.

C. Interim Director of Educational Opportunity Program

Grant reported that the search for the Interim Director of the Educational Equity Program will be conducted during Summer 2016. Grant will consult with the returning 2016-17 Committee members about the Management Vacancy Announcement and other questions about the search process that may arise.

7. **Executive Session: Meeting with Dean Elizabeth Say to discuss the Report for the Search for the Dean of the Mike Curb College of Arts, Media, and Communication**

Dean Elizabeth Say, Chair of the Search and Screen Committee for Dean of the Mike Curb College of Arts, Media, and Communication, 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 Dean of the Mike Curb College of Arts, Media, and Communication be approved.

Passed unanimously.

8. Proposed Editorial Change to Section 707.1 of the *Administrative Manual*

The Committee reviewed a proposed editorial change to Section 707.1 to accurately reflect the actual policy about receipt of written or oral statements and to make it consistent with Section 613. After discussion, the Committee acted on the following motion:

MSP: That Section 707.1 be revised as follows:

707 Oral or Written Comments About Lecturers

707.1 In the course of consultation, the Department Chair or Dean may hear or receive written or oral statements which are not incorporated in the Personnel Action File. In such instances, it is the responsibility of the Department Chair or Dean to determine the significance of the written or oral statements.

Passed unanimously.

9. Review of Department and College Personnel Procedures

A. Anthropology

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

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

Passed unanimously.

B. Communication Studies

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

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

Passed unanimously.

C. Computer Science

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

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

Passed unanimously.

10. **Executive Session: Meeting with Members of the Search and Screen Committee to Discuss the Report on the Search for the Associate Dean, David Nazarian College of Business and Economics**

Rishma Vedd, Mary Curren, and Devon Coombs, members of the Search Committee for the Associate Dean of the David Nazarian College of Business and Economics, met with the Committee to discuss the search. The Committee reviewed the final report of the search and discussed questions and concerns about the search process. After discussion, the Committee acted on the following motion:

MSP: That Lemus contact the other members of the Search and Screen Committee and the College Dean to clarify the process and report back to the Committee. Upon receiving additional information and clarification, the Committee will vote on approval of the search process.

Passed unanimously.

Addendum:

Lemus followed up with members of the Search and Screen Committee and the Dean to clarify the search process. Lemus presented the clarification to the Committee, and the search process was approved by the Committee.

11. Review of Draft 2015-16 Annual Report

The Committee reviewed the draft 2015-16 Annual Report. The Committee recommended edits to the report. Grant will send a final draft of the report to Committee members for review and a vote on approval.

12. Break until 6:00 pm

13. Review of the Year

Grant thanked the members of the Committee for their service during the 2015-16 AY.

14. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 7, 2016 in University Hall 277. The meeting was adjourned at 8:20 p.m.