

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING Sept. 2, 2015 APPROVED BY COMMITTEE Sept. 16, 2015

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, Alberto Candel, Deborah Cours,  
James Decker, Sheila Grant, Fermin Herrera, Michael Kabo, Lynn  
Lampert, Kathleen Rowlands, Louis Rubino, Judy Schmidt-Levy

Member Absent: Owen Doonan

Guests: Michael Spagna

Staff: William Whiting, Executive Secretary, Iliana Carvajal, Recording  
Secretary

1. Call to Order and Introductions

Grant called the Committee to order and the Committee members made introductions.

2. Approval of Minutes from May 13, 2015

The Committee reviewed the minutes of May 13, 2015. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of May 13, 2015 be approved, as amended.

Passed 8-0-4.

3. **Executive Session:** Meeting with Dean Michael Spagna to Discuss Internal Search for Associate Dean of the Michael D. Eisner College of Education (Time Certain: 1:30 pm)

Dean Michael Spagna met with the Committee to discuss the internal search for Associate Dean of the Michael D. Eisner College of Education. The Committee reviewed the draft Management Vacancy Announcement and Position Description. After discussion, the Committee acted upon the following motion:

**MSP:** That the search for Associate Dean for the Michael D. Eisner College of Education be approved as internal to the CSU.

Passed unanimously.

4. Announcements

A. Whiting distributed to the Committee the 2015-16 Academic Year editions of Section 600 and Section 700 of the *Administrative Manual*. Whiting informed the Committee that Sections 600 and 700 of the *Administrative Manual* are available to faculty electronically. Hard copies were distributed to Department Chairs, Deans, the Provost, the President, and local CFA Representatives.

B. Grant announced the following administrative appointments were made during the Summer:

Yi Li, Provost and Vice President for Academic Affairs  
Dan Hosken, Interim Dean, Mike Curb College of Arts, Media, and Communication  
Tami Abourezk, Interim Dean, College of Health and Human Development  
Julie Pearce, Acting Director, University Counseling Services

C. Grant discussed with the Committee the 2015-2016 Academic Year Calendar of Personnel Procedures.

D. Grant discussed with the Committee the 2015-2016 Schedule of PP&R Meetings.

5. RTP “Road Shows”

Grant discussed the schedule for the RTP “Road Show” meetings with the Provost, AVP of Faculty Affairs, Chair of PP&R, Deans, Department Chairs, and Department and College Personnel Committees. PP&R members were encouraged to attend the meetings scheduled for their colleges.

6. Section 600 Searches for 2015-16

Grant discussed with the Committee upcoming Section 600 searches that require the Committee to appoint representatives to the search committees. Grant reminded the Committee of the email vote that was conducted during the summer to appoint two representatives to the Chief Diversity Officer search. The two representatives voted by the Committee were Sheila Grant and Judy Schmidt-Levy.

The Committee considered nomination as follows:

**MSP:** That Mike Kabo be the PP&R Committee representative for the Dean of the College of Health and Human Development search committee.

Passed unanimously.

**MSP:** That Debi Cours be the PP&R Committee representative for the Dean of the Mike Curb College of Arts, Media, and Communication search committee.

Passed unanimously.

**MSP:** That Judy Schmidt-Levy and Jim Decker be the PP&R Committee representatives for the Director of University Counseling Services search committee.

Passed unanimously.

7. Extraordinary Service to Students Awards (per 20.37 of CBA)

The Committee discussed the Extraordinary Service to Students Awards for the 2015-16 AY. Lou Rubino, Kathy Rowlands, and Lynn Lampert volunteered to serve on the awards subcommittee.

8. Department and College Personnel Procedures

A. The Committee discussed personnel procedures that are scheduled for review during the 2015-2016 Academic Year. Following discussion, Grant announced the following subcommittees to review procedures:

Department Procedures scheduled for review:	<ul style="list-style-type: none"> <li>• Anthropology</li> <li>• DNCOBAE</li> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• CHHD</li> <li>• Comm. Disorders &amp; Sciences</li> <li>• Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• English (Lect.)</li> <li>• Chicana/o St.</li> <li>• Health Sciences</li> </ul>	<ul style="list-style-type: none"> <li>• Social Work</li> <li>• Mechanical Engineering</li> </ul>	Post Tenure Review Procedures
Committee Member Names:	-Christina Ayala-Alcantar -Alberto Candel -Lou Rubino	-Debi Cours -Fermin Herrera -Owen Doonan	-Mike Kabo -Kathy Rowlands -Jim Decker	-Lynn Lampert -Judy Schmidt-Levy -Sheila Grant	David Boyns

B. David Boyns was designated as the Committee representative to review Department Post-Tenure Review procedures.

C. The Committee will review the “Guidelines for Review of Department and College Personnel Procedures” and the “Guidelines for Developing/Revising Department and College Personnel Policies and Procedures” at the next meeting.

9. Review of PIF Guidelines

The Committee will review the PIF FAQs at the next meeting.

10. **Executive Session:** Report on Retention, Tenure, and Promotion Actions Taken 2014-2015 AY

Whiting reported to the Committee a summary of the retention, tenure, and promotion decisions made by the Provost and Vice President for Academic Affairs during the 2014-2015 Academic Year.

11. PP&R Annual Report: Matters Pending for the 2015-2016 Academic Year

Grant discussed matters identified in the 2014-15 PP&R Annual Report as pending for this year:

- A. e-PIFs
- B. Emeritus Status for Lecturers
- C. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications
- D. Review 10-day period in RTP process per Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c
- E. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
- F. Review Section 621.4.1.b related to CPC evaluation of full-time Lecturers applying for tenure-track appointments
- G. Review Section 621.4.2 related to Department Chair evaluation of full-time Lecturers
- H. Review and revision of Search and Screen Manuals

12. Other Business

None.

13. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 16, 2015 in University Hall 277. The meeting was adjourned at 3:08 p.m.