

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING Sept. 3, 2014 APPROVED BY COMMITTEE Sept. 17, 2014

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

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

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Alberto Candel, Deborah Cours, James Decker, Sheila Grant, Julia Heinen, Fermin Herrera, Mara Houdyshell, Michael Kabo, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy, James Solomon

Member Absent: Shane Frehlich

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from May 14, 2014

The Committee reviewed the minutes of May 14, 2014. The Committee acted on the following motion:

MSP: That the minutes of the meeting of May 14, 2014 be approved.

Passed 8-0-4.

2. Announcements

Grant announced that the Faculty Hiring Workshop will be on Thursday, Sept. 11, 2014 for the search and screen committees for tenure-track searches.

A. Whiting distributed to the Committee the 2014-15 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* were distributed to faculty electronically. Hard copies were distributed to Department Chairs, Deans, the Provost, the President, and local CFA Representatives.

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

Jay Kvapil, Dean, Mike Curb College of Arts, Media, and Communication
Dwayne Cantrell, Associate Vice President for Student Access and Support Services
Daisy Lemus, Senior Director of Academic Personnel
Lynn Lampert, Interim Associate Dean of University Library
Bob Ryan, Associate Dean of College of Engineering and Computer Science
Maggie Shiffrar, Assistant Vice President for Graduate Studies

C. Grant discussed with the Committee the 2014-2015 Academic Year Calendar of Personnel Procedures.

D. Grant discussed with the Committee the 2014-2015 Schedule of PP&R Meetings.

3. Meeting with Senate Executive Committee Liaison – Cheryl Spector

Spector met with the Committee to discuss her role and responsibilities as the reviewer of PP&R minutes for the Executive Committee of the Faculty Senate. The Committee was advised that the minutes should identify those items that involve a change in policy as well as those that involve interpretation of policy. Additionally, reports on proposed policy changes should follow the format established by the Faculty Senate and available from the Faculty Senate Office.

4. 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.

5. Department and College Personnel Procedures

A. The Committee discussed personnel procedures that are scheduled for review during the 2014-2015 Academic Year. Following discussion, Grant announced the following subcommittees to review procedures:

Department Procedures scheduled for Review:	*Ed. Leadership & Policy St. *Ed. Psych. & Couns. *Elem. Ed.	*CADV *Kinesiology *Comp. Sci.	* Art *CTVA *Music	* Journalism *Theatre * Fin., Fin. Planning & Ins.	Post Tenure Review Procedures
Committee Member Names:	Julia Heinen Michael Kabo Debi Cours	Sheila Grant James Decker Alberto Candel	Carrie Rothstein-Fisch Fermin Herrera Judy Schmidt-Levy	Louis Rubino Jack Solomon Mara Houdyshell	Shane Frehlich

B. Shane Frehlich 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.

6. Review of PIF Guidelines

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

7. Executive Session: Report on Retention, Tenure, and Promotion Actions Taken 2013-2014 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 2013-2014 Academic Year.

8. Executive Session: Nomination for Emeritus Status

The Committee considered the nomination of four faculty members whose nominations were received over the summer.

MSP: That the following faculty members be recommended to the President for conferral of Emeritus status:

<u>NAME</u>	<u>RANK</u>	<u>YEARS</u>	<u>DEPARTMENT</u>
Eckmier, Janice A.	Professor	1990-2014	Secondary Education
Lussier, Virginia L.	Professor	2002-2014	Political Science
Morgan, Shannon F.	Professor	2000-2014	Psychology
Turner, Eugene J.	Professor	1975-2014	Geography

Passed unanimously.

9. PP&R Annual Report: Matters Pending for the 2014-2015 Academic Year

Grant discussed matters identified in the 2013-2014 PP&R Annual Report as pending for this year:

- A. Continue discussion to explore electronic PIFs
- B. Continue discussion of granting Emeritus status to Lecturers
- C. Continue discussion of revising Section 604 to include “civility and respect”

- D. Continue work on proposing a Faculty Senate Resolution in regards to evaluating the credibility of publication venues. Solomon and Kabo will be scheduled with the Senate Executive meeting on Oct. 30, 2014 to discuss the issue.
- E. Continue work clarifying language of Section 632.4.
- F. Continue discussion of 14-calendar-day Period Provisions Related to Peer Class Visit Reports.

10. Other Business

None.

11. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 17, 2014 in University Hall 277. The meeting was adjourned at 2:42 p.m.