

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING Sept. 7, 2016 APPROVED BY COMMITTEE Sept 21, 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, Vicki Ebin, Sheila Grant, Fermin Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, Jeff Wiegley, William Whiting, Yue (Jeff) Zhang

Guest: Nazaret Dermendjian, Yi Li

Member Absent: Owen Doonan

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

1. Call to Order and Introduction

Grant called the meeting to order at 1:25 p.m. and the members of Committee introduced themselves.

2. Approval of Minutes from May 11, 2016

The Committee reviewed the minutes of May 11, 2016. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of May 11, 2016 be approved as amended.

Approved 8-0-0.

3. **Executive Session:** Meeting with Provost Yi Li to discuss the Dean Mike Curb College of Arts, Media and Communication and Director of Educational Opportunity Program Searches

Provost Li met with the Committee to discuss the searches for the Dean Mike Curb College of Arts, Media and Communication and for the Director of the Educational Opportunity Program as well as the composition of the search and screen committees. Per the *Administrative Manual*, the Committee must elect a member from the Committee to serve on the search and screen committee for the Dean, and it must appoint two members for the search and screen committee for the Director of the Educational Opportunity Program (EOP). Provost Li will return at a later Committee meeting to present the MVAs for both positions. After discussion, the Committee acted on the following motions:

**MSP:** That Bill Whiting be appointed to serve on the search and screen committee for the Dean of the Mike Curb College of Arts, Media and Communication search.

Passed 11-0-1.

**MSP:** That Fermin Herrera be appointed to serve on the search and screen committee for the Director of EOP search.

Passed unanimously.

The Committee agreed to elect the second member for the search and screen committee for the Director of EOP, from the staff members of EOP. Grant will reach out to the EOP staff for nominations of staff members, along with a brief biography of each nominated staff member and with confirmation of their willingness to serve on the search and screen committee. The Committee will elect from the list of nominated staff members to serve on the search committee at its next meeting.

4. Meeting with Senate Executive Committee Liaison – Nazaret Dermendjian

Nazaret Dermendjian was introduced as the Senate Executive Committee (SEC) liaison for PP&R this year. Dermendjian delivered the charge of responsibilities to the Committee on behalf of SEC.

5. Announcements

A. Distribution of *Manuals*

Lemus distributed to the Committee the 2016-17 Academic Year editions of Section 600 and Section 700 of the *Administrative Manual* and a copy of the Collective Bargaining Agreement. Lemus informed the Committee that Sections 600 and 700 of the *Administrative Manual* are available to faculty electronically. Hard copies will be distributed to Department Chairs, Deans, the Provost, the President, and local CFA Representatives.

B. Update on Summer Administrative Appointments & Personnel Decisions

Grant announced that the following administrative appointments were made during the Summer:

1. Shiva Parsa, Interim Educational Opportunity Program Director. The approval process was also approved by the SEC over the summer.
2. Farrell Webb, Dean for the College of Health and Human Development.
3. Paul Lazarony, Associate Dean of David Nazarian College of Business and Economics.
4. Christine Hayashi, Associate Dean of the Michael D. Eisner College of Education.
5. The SEC approved the revised MVA for the Director of University Counseling Services.
6. The SEC reviewed the MVA for the Assistant Vice President for Graduate Studies. No approval was necessary since it is not a Section 600 search.

- C. Grant discussed with the Committee the 2016-17 Academic Calendar of Personnel Procedures. Lemus also discussed with the Committee a revision to deadline #22 of the Personnel Calendar. The new deadline is as follows:

22. **January 19 (Thurs) or earlier** – Department Chairs and Department Personnel Committees begin deliberations on promotion, and on retention, tenure, or notice of a terminal year appointment for those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2017.

- D. Grant discussed with the Committee the 2016-17 Schedule of PP&R Meetings.

6. **RTP “Road Shows”**

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

**DATES, TIMES, LOCATIONS:**

**Tuesday, September 20, 2016**

1:30 pm to 2:45 pm  
University Hall, Room 277

**Monday, September 26, 2016**

10:30 am – 11:45 am  
Whitsett Room, Sierra Hall, Room 451 (4th floor)

**Thursday, September 29, 2016**

9:00 am – 10:15 am  
University Hall, Conference Room 277

**Friday, September 30, 2016**

2:00 pm – 3:15 pm  
University Hall, Conference Room 277

7. **Section 600 Searches for 2016**

- A. Director, University Counseling Services

Schmidt-Levy reported that the search is currently doing the first screening of the applications.

- B. Associate Vice President, Faculty Affairs

Herrera updated that the search is progressing and the search committee will be reviewing the applications soon.

Grant discussed with the Committee upcoming Section 600 searches that are expected during this coming year. Two expected searches are the Director of Institutional Research and the Associate Dean of Humanities. The search for the Associate Dean of Humanities was previously approved by the committee during the Spring 2016.

8. Senate Executive Committee and Standing Committee Expectations

Grant discussed with the Committee the request from the Senate Executive Committee (SEC) to have standing committee expectations, and the draft of expectations provided by the SEC. After discussion, the Committee agreed that Grant would go back to the SEC for clarification about the request.

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

The Committee discussed the Extraordinary Service to Students Awards for the 2016-17 AY. The subcommittee will be awarding any remaining awards to be used during the Spring 17. Kathleen Rowlands and Lynn Lampert served on the subcommittee the previous year and agreed to serve on the subcommittee again for the year. After discussion, the Committee acted on the following motion:

**MSP:** That David Boyns and Vicki Ebin be elected to serve on the subcommittee for the Extraordinary Service to Students Awards along with Kathleen Rowlands and Lynn Lampert.

Approved unanimously.

10. Review of PIF Guidelines

The PIF Guidelines document will be reviewed at the following meeting.

11. **Executive Session:** Report on Retention, Tenure, and Promotion Actions Taken 2015-2016

Lemus 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 2015-2016 Academic Year.

12. PP&R Annual Report: Matters Pending for the 2016-2017 Academic Year

Grant discussed matters identified in the 2015-16 PP&R Annual Report as pending for this year.

1. Continue to explore the feasibility of utilizing e-PIFs in the RTP process.
2. Review and Clarify 10-day period in RTP process per Section 612.5.2.c.(2).(a).(iii) and 706.3.1.c
3. Clarify Section 622.6.2.a(1) Appointment and Evaluation of Department Chair, e.g.,
  - a. Dean calls the meeting of the Department Faculty
  - b. Search Committee *nominates* or Search Committee *receives* nominations from tenured and tenure-track department faculty
4. Review Section 600 to ensure all content is in line with the Collective Bargaining Agreement, e.g.,
  - a. Digital [student] teaching evaluations in the CBA and "written" ones described in Section 600
  - b. Clarify when the clock begins for responses to RTP letters (CBA says when candidate picks them up and 600 states after placed in the mailbox)
5. Discuss and consider whether the search process for interim MPP positions (e.g., Directors, AVPs, Deans) should be under the purview of Section 600 (although allowing for a faster track)
6. Clarify 632.4.1 and 641.2.3 related to Service Credit and Publications
7. Consider adding explanation of service credit to the search and screen manual for faculty aimed at search Committees routinely providing candidates with sufficient information on service credit prior to employment negotiations commence.
8. Review Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees
9. Review and revise Search and Screen Manuals, e.g.,
  - a. Include use of Skype Interviews
  - b. Include Background Checks
10. Explore the University's use of Memorandum of Understanding (MOU) and, if appropriate, develop an advisory memo to be disseminated annually to department chairs, college deans, and probationary faculty and faculty under review.
11. Review Section 604 on Professional Responsibility for better clarity in RTP decisions.
12. Explore how the rule for allocating PP&R members per college was determined. Clarify why full time equivalent faculty (FTEF), which includes lecturers, is used in the calculation when PP&R primarily focuses on Section 600 matters.

The following subcommittees were established to work on the above items for the year:

Item #1 above assigned to the eRTP subcommittee – Jeff Zhang, David Boyns, Kathleen Rowlands, and Fermin Herrera.

Items #2, 3, 4, 11 above assigned to the Sect 600 subcommittee – Jeff Wiegley, Sean Murray, and Lynn Lampert.

Items #5, 8, 9 above assigned to the Manuals and MPP searches subcommittee – Judy Schmidt-Levy and Bill Whiting.

Items #6, 7, 10 above assigned to the Service Credit, MOU's subcommittee – Christina Ayala-Alcantar and Vicki Ebin.

Item #12 above is assigned to the Committee of the Whole.

13. Other Business

Grant discussed with the Committee the need to appoint a representative to the Ad Hoc Task Force for Student Evaluation of Faculty Committee of the Faculty Senate. After discussion, the Committee acted on the following motion:

**MSP:** That Sean Murray be elected to the serve as the PP&R representative on the Ad Hoc Task Force for Student Evaluation of Faculty Committee.

Passed unanimously.

Schmidt-Levy discussed with the Committee an inquiry from the Counseling Services Department. Counseling Services does not have enough counselors to serve on the Department Personnel Committee. The Committee advised Schmidt-Levy that Counseling Services should approach a department within a similar discipline to them, for an eligible faculty member to serve on the personnel committee.

Items for the next meeting:

Emeritus status for lecturers incorporated into Section 700.

14. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 21, 2016 in University Hall 277. The meeting was adjourned at 4:11 p.m.