

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 20, 2017 APPROVED BY COMMITTEE _____

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, Owen Doonan, Vicki Ebin, Rosa Rivera
Furumoto, David Moguel, Sean Murray, Judy Schmidt-Levy, David
Russell, Adam Swenson, William Whiting, Jeff Wiegley

Members Absent: Lynn Lampert

Visitors: Julia Heinen, Dan Hosken, Yi Li

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

Staff Absent: None

1. Call to Order

Murray called the meeting to order at 1:25 p.m.

2. Ice Breaker #1: Your Name

The Committee participated in the first ice breaker.

3. Approval of Minutes from September 6, 2017

The Committee reviewed the minutes of September 6, 2017. The Committee acted on the following motion:

MSP: That the minutes of the meeting of September 6, 2017 be approved as amended.

Passed 11-0-0.

4. Announcements

Murray announced the dates, times, and locations of the remaining RTP Roadshows conducted by the Provost, PP&R Committee Chair, and A.V.P. of Faculty Affairs.

Murray encouraged the Committee members to attend a roadshow.

5. Updates on Section 600 Searches

A. Chief Diversity Officer

Murray updated the Committee that the advertisement for the position has been posted and a subcommittee of the search committee will be reviewing the applications soon to screen for minimum qualifications.

B. Dean, David Nazarian College of Business and Economics

Schmidt-Levy updated the Committee that the search committee is currently deciding on interview questions. Airport interviews are being scheduled for mid-October.

C. Interim Dean, College of Social and Behavioral Sciences

Lemus shared that Provost Yi Li will be coming to the meeting to report to the Committee on his progress in the search for the Interim Dean of College of Social and Behavioral Sciences. The Provost followed procedures for interim positions as outlined in Appendix N of the Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions.

D. Interim Dean, College of Engineering and Computer Science

Lemus shared that Provost Yi Li will be coming to the meeting to report to the Committee on his progress in the search for the Interim Dean of College of Engineering and Computer Science. The Provost followed procedures for interim positions as outlined in Appendix N of the Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions.

E. Dean, Michael D. Eisner College of Education

Lemus and Moguel shared that the College of Education is currently conducting the election for the faculty who will serve on the search and screen committee for the Dean position.

6. Updates on Section 600 Decisions, Approvals, Inquiries

Lemus updated the Committee on an inquiry received from the CSBS Roadshow session. A faculty member stated that the previous Provost used to count publications submitted before a faculty member's appointment at CSUN but published soon after the appointment date at CSUN as counting towards the requirement for promotion and

tenure, and that the current Provost is does not. The Provost and Lemus clarified that this was not the case. They clarified that the decision to count these publications is up to departments based on their personnel procedures.

7. Meeting with Senate Executive Committee Liaison Julia Heinen

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

8. Review of Management Vacancy Announcement Associate Dean, Mike Curb College of Arts, Media and Communication

Dan Hosken, Dean of the Mike Curb College of Arts, Media, and Communication met with the Committee. The Committee reviewed the Management Vacancy Announcement and the Position Description for the Associate Dean for the Mike Curb College of Arts, Media, and Communication and suggested changes. The search will be conducted as a CSU system-wide search. After discussion, the Committee acted on the following motion:

MSP: That the Search for the Associate Dean for the Mike Curb College of Arts, Media, and Communication be approved.

Passed 11-0-0.

9. Ice Breaker #2: What do you do to recharge?

The Committee participated in the second ice breaker.

10. A look at PP&R's Charge & What Do We Do Anyways?

A. Our role in reviewing Personnel Procedures

Murray and Lemus reviewed with the Committee its role in reviewing department and college personnel procedures in making sure that the personnel procedures are in line with Section 600 and the Collective Bargaining Agreement.

B. Review of PP&R Documents

1. Review of PIF Guidelines

The Committee reviewed the PIF Guidelines document and suggested revisions. The Committee will review the document at the following meeting.

2. Review of Guidelines for Review of Department and College Personnel Procedures

The Committee reviewed the Guidelines for Review of Department and College Personnel Procedures document and suggested revisions. The Committee will review the document at the following meeting.

3. Guidelines for Developing/Revising Department and College Personnel Procedures

The Committee reviewed the Guidelines for Developing/Revising Department and College Personnel Procedures document. The Committee will review the document at the following meeting.

11. Executive Session: Meeting with Provost Yi Li to discuss Interim Dean for the College of Social and Behavioral Sciences and Interim Dean for the College of Engineering and Computer Sciences Final Search Reports

Provost Yi Li met with the Committee to review the search process for the Interim Dean positions for the College of Social and Behavioral Sciences and the College of Engineering and Computer Science. Provost Li conducted the searches for the Interim Dean positions with the help of an advisory committee for each search, which were comprised of faculty from the two colleges. After discussion, the Committee acted on the following motion:

- MSP:** That the search process for the search for the Interim Dean for the College of Social and Behavioral Sciences and the Interim Dean for the College of Engineering and Computer Science be approved.

Approved 10-0-0.

12. Updates from Pending Matters for the 2017-18 Academic Year

A. Charges for Subcommittees

Time will be set aside at the following meeting for the subcommittees to meet and discuss their tasks for the year.

1. eRTP Subcommittee (Murray)
2. Search and Screen Manuals Subcommittee (Whiting)

3. Section 600/700 Subcommittee (Wiegley)

13. Other/New Business

None.

14. Adjournment

The meeting was adjourned at 4:05 p.m.

The next meeting of the Committee is scheduled for 1:15 p.m. on October 4, 2017 in UN 277.