

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 2, 2013

APPROVED BY COMMITTEE October 16, 2013

Sub. to Exec. Comm. \_\_\_\_\_

Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_

Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: John Adams, Deborah Cours, Katherine Dabbour, James Decker, Sheila Grant, Julia Heinen, Magnhild Lien, Carrie Rothstein-Fisch, Louis Rubino, Judy Schmidt-Levy, Steven Stepanek

Member Absent: Michael Kabo, James Solomon

Guest: None

Staff: William Whiting, Executive Secretary, Iliana Carvajal

1. Approval of Minutes from September 18, 2013

The Committee reviewed the minutes of September 18, 2013. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of September 18, 2013 be approved.

Passed 6-0-1.

2. Announcements

Grant updated the Committee on the progress of the RTP Road Shows and encouraged Committee members to attend. Grant also updated the Committee on the "Higher Education in the Brave New World" Symposium which took place on Sept. 30<sup>th</sup> and Oct. 1<sup>st</sup>.

3. **Executive Session:** Update on Search for Associate Vice President for Faculty Affairs (Adams)

Adams updated the Committee on the progress of the search for Associate Vice President for Faculty Affairs.

4. **Executive Session:** Update on Process and Membership of Internal Search Committee for Associate Dean of Tseng College of Extended Learning

Grant updated the Committee on the progress of selecting members of the Search and Screen Committee for the Associate Dean of Tseng College of Extended Learning. Grant shared that she had contacted two faculty members to be on the Search and Screen Committee and they both agreed. The next step for the Search Committee will be the charge meeting.

5. **Executive Session:** Update on Search for Dean of Mike Curb College of Arts, Media and Communication

Cours updated the Committee on the progress of the Search for Dean of College of AMC. The student member of the Search Committee had been selected. Also the Search Committee held an open forum with faculty and staff about the Dean search.

6. Inquiries from the Department of Mechanical Engineering Related to Service Credit and Department Personnel Procedures

Grant discussed with the Committee an inquiry from the Department of Mechanical Engineering regarding which Department Personnel Procedures are used to evaluate faculty members. Grant informed the Department that the Procedures in place at the point of hire of a faculty member are to be used for evaluation for retention, tenure or promotion.

7. Inquiries from the Department of Urban Studies and Planning Related to Department Personnel Committee Election and Professional Leave Committee

Grant discussed with the Committee an inquiry from Department of Urban Studies and Planning related to the election of the Department Personnel Committee and Professional Leave Committee. The Department inquired whether candidates for the Department Personnel Committee from inside the department and outside the department should be separated on the ballot for the faculty to vote on. Grant informed the Department that all candidates should appear on the same ballot and should not be distinguished in any way. Grant also informed the Department that senior faculty members up for review for promotion, but who were withdrawing from consideration, were not eligible to serve on the Department Personnel Committee. Grant also discussed with the Committee another question from the Department regarding Sabbatical Leave applications and members of the Department Personnel Committee applying for a Sabbatical. Grant referred the Department to section 672.2.4 that the Department may decide to elect a separate Professional Leave Committee to handle the Sabbatical applications.

8. Inquiries from the Departments of Urban Studies and Planning, Family and Consumer Sciences, and Mathematics Related to Request for Deadline Extension for Sabbatical Leave Applications

Grant discussed with the Committee requests from the Urban Studies and Planning, Family and Consumer Sciences, and Mathematics departments for extensions of the September 27, 2013 deadline for submission of applications for sabbatical leaves for the 2014-15 academic year. Members of the all three departments made inquiries about an extension to the deadline; only one request was received by Grant, from the Department of Family and Consumer Sciences.

**MSP:** That the deadline for submission of department-level recommendations in the Department of Family and Consumer Sciences on applications for sabbatical leaves for the 2014-15 academic year to the College Personnel Committee be denied.

Passed unanimously.

9. Inquiry from the Department of Secondary Education Related to Members of the Department Personnel Committee Applying for Sabbaticals

Grant discussed with the Committee an inquiry from the Department of Secondary Education related to two of three members of the Department Personnel Committee applying for sabbatical leaves. The department inquired whether the remaining member could make decisions on sabbatical leave applications for the department.

**MSP:** That the department should hold an election for a Professional Leave Committee consisting of two or more tenured faculty members.

Passed unanimously.

10. Inquiry from the Department of English Related to the Department Personnel Committee meeting with Faculty Member Under Review via Skype

Grant discussed with the Committee an inquiry from the Department of English regarding if the Department Personnel Committee could meet with a faculty member under review via Skype. Grant advised the Department Personnel Committee that a meeting with the faculty member via Skype was allowable.

11. Other Business

None.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 16, 2013 in University Hall 277. The meeting was adjourned at 2:06 p.m.