

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 19, 2016 APPROVED BY COMMITTEE Nov. 2, 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

Member Absent: Owen Doonan

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

1. Call to Order

Grant called the meeting to order at 1:24 p.m.

2. Approval of Minutes from October 5, 2016

The Committee reviewed the minutes of October 5, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of October 5, 2016 be approved as amended.

Passed 10-0-2.

3. Announcements

Lemus announced that the search committee for the search for the Dean of the College of Arts, Media, and Communication is being formed.

Schmidt-Levy announced that the University Counseling Services is currently having an Open House from 10 am – 1 pm, on Wednesday Oct. 19, and Thursday Oct. 20, 2016.

4. Section 600 Searches for 2016

A. Associate Vice President, Faculty Affairs

Herrera reported that the search for the Associate Vice President for Faculty Affairs is progressing. Skype interviews have been scheduled for Monday, October 31st.

B. Director, University Counseling Services

Schmidt-Levy reported that the search for the Director, University Counseling Services is progressing. Skype interviews were conducted. After the Skype interviews, one candidate is being invited for an on campus interview.

C. Director, Education Opportunity Program

Lemus reported that the search committee is being constituted.

D. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that search committee has been formed with three college representatives elected to the committee. The charge meeting has been scheduled for Wednesday, Nov. 9th.

5. Assistant Vice President for Graduate Studies

Ayala-Alcantar reported that the search committee reviewed the applications. The search committee is inviting two candidates to come to campus in early November.

6. Update on Extraordinary Service to Students Awards

The subcommittee will be setting the application deadline as soon as possible for early November, to allow time to notify applicants if they have been granted the award by the end of November (and to inform chairs of release time for Spring 2017 scheduling purposes). The Office of Faculty Affairs will be sending out the award communication to the campus.

7. Discussion of Interfolio

Lemus shared with the Committee information about Interfolio, a product that CSU San Francisco is using for the eRTP process. Lemus shared videos that CSU San Francisco put together for faculty using it for their RTP reviews, and for the reviewers conducting RTP review. The Committee discussed different pros and cons about purchasing an outside vendor's product to use for RTP reviews. The Committee will continue discussing different options from on campus, from the CSU system, and from outside vendors for eRTP reviews.

8. Discussion of Potential Section 600 or 700 Policy Proposals this Academic Year

The Committee discussed how many Section 600 and/or 700 policy proposals it will be reviewing and revising this Academic Year. The Committee estimated that it will have about 6 to 8 policy proposals.

9. Updates from Subcommittees, Pending Matters for the 2016-2017 Academic Year,

The subcommittees discussed their progress for the items assigned to them:

eRTP subcommittee – (Herrera, Boyns, Rowlands, Zhang, and Grant):

Members reported that the committee is researching the burdens, benefits, and necessary resources for eRTP. They will also explore consulting with META Lab. They will also look into outside vendors such as Interfolio.

Sect 600 subcommittee – (Wiegley, Murray, Lampert, and Grant):

Gave an update on item 8 (2016-2017 Pending Matters).

Manuals and MPP searches subcommittee – (Levy, Whiting, and Grant): Members had no report.

Service Credit/MOUs subcommittee – (Ayala-Alcantar, Ebin, Doonan, Grant):

Members reported that they are collecting research from other CSU campuses.

PP&R Composition (Item #12) Committee of the Whole:

The Committee discussed how members on the PP&R Committee are allocated based upon FTES of each college. The policy is part of the Faculty Bylaws. The Committee discussed other possibilities of how to distribute membership among the colleges. A possible way of allocating membership from the colleges, is to elect one committee member from each college, and for the Faculty Senate to elect two “At-Large” Committee members from the faculty body, for a total committee of 13 members. This option will be brought forward to the Faculty Senate Executive Committee by SEC members, Schmidt-Levy and Grant, for discussion.

10. Updates for Department and College Personnel Procedures

The members updated the Committee on their progress in contacting the Department or College that they are assigned to as Liaison for the review of the personnel procedures.

11. Other/New Business

The Committee discussed that they would like to organize a PP&R Retreat within the next weeks. A poll will be sent to determine a date for the retreat.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on November 2, 2016 in University Hall 277. The meeting was adjourned at 2:55 p.m.

