

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 2, 2019 APPROVED BY COMMITTEE October 16, 2019
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Nina Golden, Lesley Krane, Lynn Lampert, David Moguel, Sean Murray, Judy Schmidt-Levy, Mary-Pat Stein, Veda Ward, Jeff Wiegley

Members Absent: Kenneth Lee, Rosa RiVera-Furumoto

Visitors:

Staff Present: James Mackin, Executive Secretary, Beth Virani, Recording Secretary

Staff Absent: None

1. Call to Order

Judy Schmidt-Levy called the meeting to order at 1:15 p.m.

2. Approval of Minutes for September 18, 2019

A call was made to approve the minutes for September 18, 2019.

MSP: That the minutes of the September 18, 2019 meeting be approved as amended.

3. Announcements

- a. There is a location change for the RTP Road Show for Mike Curb College of Art, Media, and Communication on Thursday October 10, 2019 at 9:00 am. Location will be Cypress Hall 101 (Music Conference Room)

4. Updates on Section 600 Searches

- a. Dean of Michael D. Eisner College of Education – Mary-Pat Stein indicated that five finalists have been identified and will be interviewed in the weeks of 10/7/19 and 10/14/19. The invitation to participate in open forums has been sent out to the campus.
- b. AVP for Faculty Affairs – The Charge Meeting occurred on Monday 9/30/19.
- c. AVP Research and Sponsored Programs – Mary-Pat Stein indicated the Charge Meeting has not been done yet.
- d. AVP for Student Access and Support Services – Mary-Pat Stein indicated there are 65 applications. The committee will narrow the number for phone interviews by Friday 10/4/19.

5. Updates on Section 600 Decisions, Approvals, Inquiries

a. Section 622.4.1 Dean Search and Screen Committee Composition

The committee discussed the composition of the search and screen committee for dean searches. A concern was raised during a previous search that there were too many members from a single department in the college on the committee. This occurred because members of the search committee are appointed or elected in various ways. The committee discussed ways in which this might be avoided in the future. The consensus was that a department should only have one representative on the committee unless the college does not have enough departments to allow this, in an attempt to maintain the departmental diversity of the Dean Search & Screen Committee.

MSP: To include in the By-Laws a statement that PP&R should make its committee appointments after the college has made its committee selections. Subsequent to the By-Laws change, a Policy amendment to this effect should be created for Section 622.3.2a

- b. Inquiry was received from the Theater Department regarding use of student comments in the RTP process. Chair will respond to the department.
- c. Inquiry was received regarding the election process of the CPC for the College of Health and Human Development. Item was discussed under New Business below.

6. Update on Adoption of Policy Recommendations

- a. Update from Senate Executive Committee for Section 622.3.1.a, Academic Administrative Employees proposal – Mary-Pat Stein stated that the first reading was waived and then the motion was made, seconded and passed. A clean copy will go to the President for signature.

7. Department and College Personnel Procedures

- a. Update on Subcommittees to Review Department and College Personnel Procedures – Recording Secretary will create “Policy” Box folder in PP&R folder in Box. An Excel spreadsheet with detail of CPC and DPC Committees will be listed in the folder with updates. Additionally, the Chair will send Committee members a template of an introductory letter (“Hello, My name is...”). The letter should be sent to the DPC chair and cc’d to all connected to the review process.

8. Update on Recording PP&R Meeting Procedures

MSP: The Committee recognized that all Committee meetings are open meetings.

9. Recommended Template for Position Notices (forwarded from Chief Diversity Officer)

- a. The Committee recommended that all occurrences of the words “applicant” and “candidate” be carefully chosen in the template. This was a salary issue for one of HHD’s applicants. Veda Ward will make recommended changes to the template and send the modified document to the Chair for return to the CDO.

10. Standard Operational Procedures (PP&R bylaws)

- a. Lynn Lampert stated that the review of existing Faculty Senate Committee documents is in progress. The goal in this project is consistency across committees.

11. Electronic Professional Information Files Update, Feedback from Colleges

- a. Lynn Lampert stated that the University Library DPC Committee only has 7 days to review ePIFs and the reviews sometimes occur during winter break. They might get by with this allocation of days in fall, but in spring they may have to ask for an extension. Will it be possible to have more days of availability? A second issue is that Minor Department Chairs (unique to the library) also do not have enough time to review ePIFs because they need to wait for the Major Department Chair to review the ePIFs first. Can simultaneous ePIF access be given to Chair and Minor Chair such that Interfolio will still block each of them from seeing the other's review? Jim Mackin stated that this is not possible.

12. Updates on Pending matters for 2019-20 AY

- a. Section 600/700 Subcommittee – No Business

13. Other/New Business

- a. The committee discussed the concern raised in item #5c. Rosa Angulo-Barroso, HHD representative to PP&R, informed the committee that the election for the CPC of HHD did not include all of the eligible candidates. In addition, due to technical problems, not all faculty of the college who were eligible to vote were able to do so. Angulo-Barroso will consult with the chair of the affected department and follow up with the chair of the committee.

14. Adjournment

The meeting was adjourned at 3:18 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on October 16, 2019 in University Hall, room 277.