

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 9, 2018 APPROVED BY COMMITTEE September 5, 2018  
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, Lynn Lampert, David Moguel, Sean Murray, Rosa RiVera-Furumoto, David Russell, Judy Schmidt-Levy, William Whiting, Jeff Wiegley, Victor Shaw

Members Absent: Adam Swenson

Visitors: Dianne Harrison, Jill Smith

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

Staff Absent: None

1. Call to Order

Murray called the meeting to order at 1:00 p.m.

2. Meeting with President Dianne Harrison on search for Interim Provost and Vice President for Academic Affairs

President Harrison and Jill Smith, Chief of Staff, met with the Committee to discuss the search for Interim Provost and Vice President for Academic Affairs. The Committee read the final search report. After discussion, the Committee acted on the following motion:

**MSP:** That the search process for the Interim Provost and Vice President for Academic Affairs be approved.

11-0-1.

3. Approval of Minutes for May 2, 2018

The Committee reviewed the minutes for May 2, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting May 2, 2018 be approved as amended.

Passed 11-0-1.

4. Announcements

None

5. Updates on Section 600 Searches

A. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search committee is meeting to finalize its recommendations. The search report will be presented to the Senate Executive Committee for review and approval of the search process.

B. Dean, College of Social and Behavioral Sciences

Ayala-Alcantar updated the Committee that the search committee is conducting on-campus interviews. The search report will be presented to the Senate Executive Committee for review and approval of the search process.

C. Director, Intercollegiate Athletics

Schmidt-Levy updated the Committee that the Search Committee will be conducting airport interviews over the weekend.

D. Provost and Vice President for Academic Affairs and review of updated MVA

Schmidt-Levy and Wiegley updated the Committee that the position has been posted and recruitment for the position is underway.

6. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry from Mathematics Department for regulations and best practices for student evaluations from PP&R, and where to gather more info on policies

Murray received an inquiry from the Mathematics Department if the Committee had any best practices for making changes to questions in student evaluations for faculty members. The department is concerned if the questions will disadvantage certain groups of faculty, more than others (ex. Lecturers versus Tenure-Track faculty). The Committee recommends that any changes to the evaluation questions be done with a vote of the faculty. A suggestion is for the changes to be made in sections over a period of semesters, instead of all at once. It is recommended that the department also contact the Institutional Research Office for sample questions being used across the campus.

7. Update on 2018-19 personnel calendars - Section 600 and Range Elevations

Schmidt-Levy and Lemus updated the Committee on the meeting with the Senate Executive Committee on May 3 for the 2018-19 Personnel Calendar and Range Elevations Calendar. The Senate Executive Committee suggested small edits to the calendars. The updated calendars will be sent to the President Harrison for final approval.

8. Review of Department and College Personnel Procedures

A. Child and Adolescent Development (Lecturer) – Moguel

The Committee reviewed the lecturer procedures for the Department of Child and Adolescent Development. After discussion, the Committee acted on the following motion:

**MSP:** That the lecturer personnel procedures for the Department of Child and Adolescent Development be approved as is, pending receipt of a clean electronic copy.

Approved 12-0-0.

B. Manufacturing System Engineering Management (Tenure-Track and Post-Tenure Review) – Russell

The Committee reviewed the Tenure-Track and Post-Tenure Review procedures for the Department of Manufacturing System Engineering Management. After discussion, the Committee acted on the following motion:

**MSP:** That the Tenure-Track and Post-Tenure Review personnel procedures for the Department of Manufacturing System Engineering Management be sent back to the department, due to a vote being required of the department faculty and College Personnel Committee. This department will revert to Section 600 and 700 for review of academic personnel.

Approved 12-0-0.

C. Collection Access and Management Services -Wiegley

The Committee reviewed the tenure-track procedures for the Department of Collection Access and Management Services. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track procedures for the Department of Collection Access and Management Services be approved as amended, pending receipt of a clean electronic copy.

Approved 12-0-0.

D. College of Humanities (online policy) – Lampert

The Committee reviewed the College of Humanities personnel procedures. After discussion, the Committee acted on the following motion:

**MSP:** That the online policy for the College of Humanities be approved as is.

Approved 12-0-0.

E. Update on Biology personnel procedures –Murray and Whiting

Murray and Whiting updated the Committee on their discussion with the Biology department about the peer review process of issued patents in the candidate's field of study. The committee considered that issued patents are reviewed by the United States Patent and Trademark Office during the patent application process, published on-line and deposited in the Library of Congress. After discussion, the Committee acted on the following motion:

**MSP:** That the revised Biology Department Personnel Procedures do not need to require peer-review of issued patents in a candidate's field of study, and be approved, pending receipt of a clean electronic copy.

Approved 6-5-1.

Whiting will inform the Biology department.

9. Executive Session: Meeting with Provost Yi Li to Discuss GRIF Policy and Retention, Tenure, Promotion and Appeal Cases

Provost Li met with the Committee in Executive Session to discuss the 2017-18 Retention, Tenure and Promotion decisions and appeal cases. Provost Li also spoke about the campus making changes to the CSUN GRIF policy related to the Chancellor's Office GRIF policy.

10. Introduction of Incoming New PP&R Members and Election of PP&R Chair

Murray welcomed the new members for the 2018-19 Committee: Lesley Krane from the Department of Art, Maria Rosa Garcia-Aceveda from the Department of Political Science, and Mary-Pat Stein, Faculty President. Kenneth Lee from the Department of Religious Studies was not able to attend.

The Committee accepted nominations for the Chair of the Personnel Planning and Reviewing Committee. Judy Schmidt-Levy and Jeff Wiegley were nominated. Jeff Wiegley was elected as Chair of the Committee for the 2018-19 Academic Year.

11. Review of 2018-19 Academic year PP&R meeting schedule

The Committee reviewed the proposed meeting dates for the 2018-19 Academic Year. After discussion, the Committee acted on the following motion:

**MSP:** That the proposed PP&R meeting dates for the 2018-19 Academic Year be approved.

Passed 7-0-0.

12. Discussion of assessment for eRTP

The Committee discussed the potential questions for collecting data to assess faculty that participated in the ePIF pilot. After discussion, the Committee acted on the following motion:

**MSP:** That the assessment questions be approved as amended.

Approved 12-0-0.

13. Discussion of GRIF policy exception request

Murray updated the Committee that a faculty member contacted him for the Committee to consider an exception to the GRIF Section 652. After discussion, the Committee acted on the following motion:

**MSP:** Motion to decline granting of a policy exception because it is not within the purview of the PP&R Committee to grant exceptions to Senate policies.

Approved 12-0-0.

14. Search and Screen Manual Update

The Committee reviewed draft changes to the Manual of Procedures for Search and Screen Committees for Academic-Administration Positions for 2018-19. The Committee agreed to review further drafts to this manual and the Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions, in the summer for the Committee's approval.

15. Discussion of procedures for Section 600 changes

The Committee discussed potential procedures for handling any future changes to Section 600. After discussion, the Committee acted on the following motion:

**MSP:** The committee moved that all changes made to Section 600 after publication of the paper version need to be approved by the whole PP&R committee.

Approved 11-0-1.

16. Review of Draft 2017-18 Annual Report

Murray will provide a draft of the Annual Report in the summer months for review of the Committee.

17. Request for extension of submitting personnel procedures and review of Mike Curb College of Arts, Media, and Communications College Personnel Procedures

The Committee will ask the Mike Curb College of Arts, Media, and Communications to resubmit their College Personnel Procedures for review in 2018-19 academic year.

18. Other/New Business

None.

19. Break until 5:30 pm

20. Review of the Year (Murray)

Murray thanked the members of the Committee for their service during the 2017-18 AY.

21. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on September 5, 2018 in UN 277.