

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 5, 2018 APPROVED BY COMMITTEE October 3, 2018

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Vicki Ebin, Maria Rosa Garcia-Acevedo, Lynn Lampert, Kenneth Lee, Lesley Krane, David Moguel, Sean Murray, Rosa RiVera-Furumoto, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: None

Visitors: Julia Heinen

Staff Present: Sheila Grant, Executive Secretary Designee, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Wiegley called the meeting to order at 1:20 p.m.

2. Approval of Minutes for May 9, 2018

The Committee reviewed the minutes for May 9, 2018. The Committee acted on the following motion:

MSP: That the minutes of the meeting May 9, 2018 be approved as amended pending recommended changes.

Passed unanimously.

4. Announcements

Murray announced that the California Faculty Associate (CFA) is conducting an investigation on workload for faculty. Committee members are encouraged to keep a log of the hours of work for the academic year to share with CFA.

A. Schedule of PP&R Meetings

Committee reviewed the schedule of Committee meetings for the 2018-19 AY.

B. RTP “Roadshows”

The Committee reviewed the schedule of RTP Roadshows offered by the Provost, AVP for Faculty Affairs, PP&R Chair, Deans, Department Chairs, and Department and

College Personnel Committees. PP&R members were encouraged to attend the session for their own college, or another session if they are unable to attend the session for their own college.

- C. 2018-19 Academic Calendar of Personnel Procedures
Wiegley reviewed with the Committee the 2018-19 Academic Calendar of Personnel Procedures.

5. Updates on Section 600 Searches

- A. Update on Summer Administrative Appointments & Personnel Decisions

- I. Dean, College of Social and Behavioral Sciences

Stein updated the Committee that the search process was reviewed and approved by the Senate Executive Committee during the summer. Dr. Yan Searcy was appointed as Dean of the College of Social and Behavioral Sciences.

- II. Intercollegiate Athletics

Stein updated the Committee that the search process was reviewed and approved by the Senate Executive Committee during the summer. Mr. Michael Izzi was appointed as the Director of Intercollegiate Athletics.

- III. Interim Vice Provost

Stein updated the Committee that the Management Vacancy Announcement (MVA) was reviewed and approved by the Senate Executive Committee during the summer.

- IV. Associate Dean, College of Health and Human Development approved search process

Stein updated the Committee that the search process was reviewed and approved by the Senate Executive Committee during the summer. Dr. Dimitri Tamalis was appointed as the Associate Dean for the College of Health and Human Development.

- B. Update on other Administrative Appointments

- I. Assistant Vice President of Student Success

Stein updated the Committee that the MVA was reviewed and approved by the Senate Executive Committee during the summer. This position is not a Section 600 search.

C. Section 600 Searches for 2018-19

I. Provost and Vice President for Academic Affairs

Wiegley and Schmidt Levy updated the committee that candidates have been selected for airport interviews that will be scheduled within the next two weeks. On-campus interviews will be scheduled shortly after.

II. Dean, Michael D. Eisner College of Education

Ebin updated the Committee that the search was cancelled by a decision of the Provost.

6. Updates on Section 600 Decisions, Approvals, Inquiries

Wiegley updated the Committee that all changes from 2017-18 for Section 600 and Section 700 were made for the 2018-19 manuals. Wiegley wants to review the workflow of how changes are made to the manuals yearly.

A. Use Shall or Will in Section 600/700 Manuals

Wiegley update the Committee that a request was received that changes to policies going forward use “will” instead of “shall”. A Subcommittee will look into this request.

B. Section 604: Include requirement for diversity inclusion, and gender pronoun enforcement in student interaction.

Wiegley updated the Committee that a request was received that Section 604 be changed to stipulate that faculty be required to use student’s preferred gender pronoun. The Section 600 subcommittee will look into this request.

7. Department and College Personnel Procedures

A. 2018-19 Schedule of Review

Wiegley reviewed with the Committee the schedule of review for the 2018-19 Academic Year.

The Committee discussed best practices for being a liaison to the departments and colleges due for five year review of the personnel procedures. This includes confirming that the proposed personnel procedures were voted on by the department faculty. This vote should be disclosed on the personnel procedures cover sheet.

B. Creation of Subcommittees to Review Department and College Personnel Procedures

After discussion, Wiegley announced the following subcommittees to review personnel procedures:

David Nazarian College of Business & Economics (DNCBE)

PP&R Member	Dept or College Procedures
Bill Whiting	Management (MGT) T-T & Post-tenure Review (PTR)
Maria Garcia-Acevedo	Business Law (BLAW)
Lynn Lampert	Marketing (MKT)
David Moguel	Systems & Operations Management (SOM)

College of Humanities (HUM)

PP&R Member	Dept or College Procedures
Jeff Wiegley	English (ENG)
Mary-Pat Stein	Central American Studies (CAS)
Lesley Krane	Modern & Classical Languages (MCLL)

Michael D. Eisner College of Education (MDECE)

PP&R Member	Dept or College Procedures
Judy Schmidt-Levy	Deaf Studies
Kenneth Lee	Special Education

College of Social & Behavioral Sciences (CSBS)

PP&R Member	Dept or College Procedures
Sean Murray	Psychology (PSY) Tenure-track & Lecturers
David Russell	Urban Studies (URBS)

College of Health & Human Development (HHD)

PP&R Member	Dept or College Procedures
Rosa RiVera Furumoto	Family Consumer Sciences (FCS)
Vicki Ebin	Nursing (NURS)

PP&R Member	Dept or College Procedures
Lynn Lampert	College of Arts, Media & Communication

C. Review of Mike Curb College of Arts, Media, and Communication College Personnel Procedures

Lampert was assigned as liaison for the procedure. This item will be on the agenda for the first October meeting.

8. Executive Session: Report on Retention, Tenure, and Promotion Actions Taken 2017-18

Grant updated the Committee in Executive Session on the retention, tenure and promotion decisions that were effective Fall 18.

9. Expectations of PP&R Chair

Wiegley discussed with the Committee the expectations for the role of Chair of the PP&R Committee. Wiegley wants to prevent undue influence of the role of Chair on the Committee members. Should chair be allowed to vote and participate in discussion? After discussion the Committee voted on the following motion:

MSP: That Chair of the PP&R Committee be expected to operate as a standard member and be able vote and be part in the discussion.

Approved.

Wiegley stated that he will put in his vote in for the motion after all committee members have voted.

Wiegley stated that abstentions for motions will not be solicited. Committee members are allowed to change their vote. Total vote count for motions will not be recorded, therefore the minutes for Committee meetings minutes will only record if a motion was approved or defeated.

A reminder to the Committee was made that all correspondence needs to be logged in PP&R correspondence file. Email correspondences should be cc with Wiegley and Carvajal for record keeping.

The Committee agreed to work on creating operating policies and procedures for the Committee and the members.

10. Permissibility of secret ballots on Senate Standing Committees and Senate

Wiegley shared with the Committee that the Faculty Senate has bylaws that dictate parliamentary procedures. Bylaws prevent secret ballots for all voting. In the Bylaws for Senate Standing Committees, secret ballots are only allowed if voting on an individual only. This discussion will continue at future meetings.

11. Updates on Pending matters for 2018-19 AY

A. PP&R Annual Report for 2017-18 AY

Murray announced that the Annual Report will be ready before next committee meeting.

B. eRTP Subcommittee

The Committee agreed that there will be no eRTP subcommittee.

C. Search and Screen Manuals Subcommittee

The Committee agreed that there will be no Search and Screen Manuals subcommittee.

D. Section 600/700 Subcommittee

The members of the Section 600/700 subcommittee are Lampert (co-chair), Krane, Schmidt-Levy (co-chair), Whiting, Lee, and Moguel. The subcommittee agreed to include Stein in the communications and discussions.

E. PP&R website

At the following meeting, the Committee will do a 15 minute review of the PP&R website to see what changes are needed for website. If a subcommittee is needed it will be decided then.

F. Standard Operating Procedures Subcommittee (PP&R bylaws)

The members of the Standard Operating Procedures subcommittee are RiVera-Furumoto as chair, Ebin, Garcia-Acevedo, and Murray.

12. Other/New Business

Stein announced EO 1100 has been implemented by the President. Stein shared that the Faculty want to discuss what shared governance is and how to go about it at this campus.

13. Adjournment

The meeting was adjourned at 4:23 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on September 19, 2018 in UN 277.