

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 28, 2024 APPROVED BY COMMITTEE \_\_\_\_\_  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Pat Alford-Keating, Silvia Fernandez, Brian Foley, Eric Garcia, Michael Hoggan, Michael Neubauer, Sylvia Macauley, Henrik Minassians, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Paulo Marchetti

Staff Present: Diane Guido, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s):

1. The Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes  
**MSP: The committee approved the February 14, 2024 minutes.**
3. Announcements
  - a. Exceptional Service to Student Awards application update – The subcommittee is reviewing the applications, and PP&R members will be expected to vote on March 13<sup>th</sup>. Twenty-three awards will be issued.
  - b. RTP Appeals to PP&R are due March 18<sup>th</sup> update (Decisions due April 30<sup>th</sup>) – The members were advised to remind colleagues in their respective colleges of appeal deadlines.
  - c. PP&R weekly meeting schedule starts March 27<sup>th</sup> – The members were advised that the PP&R meetings will be held weekly after spring break.
  - d. Emeritus application review starts in April – The members were advised of an upcoming busy schedule, which will include emeritus applications.
4. Update on Section 600 Searches
  - a. AVP, Research and Sponsored Programs – The committee is awaiting applications.
  - b. Vice Provost – Committee meeting block-out dates have been calendared.
  - c. AVP, Equity and Compliance Search – The committee is awaiting scheduled meeting dates. They have already submitted their availability.
  - d. AVP, Faculty Programs and Initiatives – The committee had the first charge meeting and scheduled meeting dates.

5. Update on Adoption of Policy Recommendations

- a. Preamble to Section 600 and Section 700 – Passed Senate 2/15/24
- b. Equity Language in Section 621-622 – Passed Senate 2/15/24
- c. 603.9.2 Performance Standards and Monitoring – Back to Senate Exec 2/29/24
- d. 660.3 RTP Bases for Appeal

The policy was sent back to PP&R from Senate Exec with suggestions. The committee reviewed the proposed changes and proposed additional editorial changes for clarification. As a future item, Faculty Senate bylaws may need to change for clarification from Personnel Planning “and” Review Committee to Personnel Planning “&” Review Committee.

**MSP: The PP&R committee approved the proposed editorial clarification revision to 660.3 regarding bases for appeal.**

6. Section 600/700 Decisions, Approvals, and Inquiries

- a. 613: Responsible Authority for Collecting Comments (Silvia F., Dino, Jeff, Brian) – The subcommittee met in December and will plan to bring items to the next meeting.
- b. 612.4.1 and 612.5.1 – Guidelines for PP&R/CPC/DPC Elections (Pat, Dino, Iswari)  
PP&R reviewed adding wording that will clarify the order for committee elections. After discussion, the committee agreed on proposed language to be added after the first paragraph in 612.1. It can be submitted to Senate Exec for review at their next meeting.  
**MSP: PP&R approved changes to 612.1 to clarify the preferred order of committee elections.**
- c. 622: Composition of Administrative Search and Screen Committees – In response to an inquiry, PP&R members discussed the current wording regarding search committee composition relative to those appointed by PP&R. The committee reaffirmed the current wording, as it allows for flexibility in PP&R appointees in certain circumstances (e.g., PP&R member vs. faculty member vs. member).

7. Personnel Procedures

- A. Department and College Personnel Procedure – Initial review completed pending department response:
  - a) Manufacturing Systems Engineering and Management (TT) (PTR) - Henrik, Dino, Brian  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
  - b) Philosophy (TT) (LEC) - Michael H., Silvia F.  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
  - c) Central American and Transborder Studies (TT) (LEC) - Pat, Eric  
The subcommittee will send feedback to the department.
  - d) Science and Mathematics (COLLEGE/TT) - Jeff, Iswari, Sylvia M.  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department. Sent another reminder.

- e) Physical Therapy (TT) off-cycle - Jeff, Iswari, Sylvia M.  
Currently pending a response from the department. The subcommittee has sent another reminder.
  - f) Health Sciences (TT) off-cycle - Jeff, Iswari, Sylvia M.  
PP&R reviewed the revised procedures and recommended additional revisions. Removal of all forms and appendices is recommended. This will go back to the department with suggestions.
  - g) Communication Disorders & Science (TT) off-cycle - Jeff, Iswari, Sylvia M.  
PP&R reviewed the revised procedures and recommended additional revisions for the department.
  - h) Psychology (TT) (LEC) - Michael H, Silvia F.  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
  - i) Modern & Classical Languages & Literatures (LEC) - Pat, Eric  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
  - j) Special Education (TT) - Michael N, Franck, Paulo  
The subcommittee will review document again to determine what revisions were made by the department.
  - k) Deaf Studies (TT) - Michael N, Franck, Paulo  
PP&R discussed and reviewed the proposed procedures.  
**MSP: The committee approved the TT procedures.**
  - l) Criminology & Justice Studies (PTR) off-cycle - Michael H, Silvia F.  
The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
- B. Department and College Personnel Procedure – Received
- a) Urban Studies (TT) - Michael H. Silvia F.  
PP&R reviewed the revised procedures and recommended additional revisions for the department.
  - b) Chicana/o Studies (LEC) (TT-?) - Michael H. Silvia F.  
PP&R reviewed the proposed LEC procedures and recommended additional revisions to range elevation.  
PP&R reviewed the proposed TT procedures and recommended additional revisions for the department. Because this is an off-cycle review, it is not required.
  - c) Modern & Classical Languages & Literatures (TT) - Pat, Eric  
The subcommittee sent initial feedback and is waiting for a response.
  - d) Criminology & Justice Studies (TT) - Michael H. Silvia F.  
The subcommittee sent feedback and is waiting for a response.
  - e) English (TT) - Pat, Eric  
PP&R reviewed the revised procedures and recommended additional revisions for the department.
  - f) Sociology (LEC) - Michael N, Franck, Paulo  
PP&R reviewed the revised procedures and recommended additional revisions for the department.

- C. Department and College Personnel Procedure – Not Received
- a) University Library (COLLEGE/TT) off-cycle - Michael N, Franck, Paulo  
The subcommittee received the personnel procedures and will begin review.
  - b) Geography and Environmental Studies (PTR) - Michael N, Franck, Paulo  
Nothing was received because the department said they had “no changes”.  
However, they still need to submit a cover sheet indicating “no changes” and a Word document of the existing procedures. The subcommittee needs to review existing procedures to ensure they are current.
  - c) Electrical & Computer Engineering (TT) - Michael N, Franck, Paulo  
The subcommittee received the personnel procedures and will begin review, though it is still pending CPC approval. The subcommittee needs to review existing procedures to ensure they are current.
  - d) Management (TT) (LEC) (PTR) - Henrik, Dino, Brian  
The subcommittee is waiting for TT, LEC, and PTR personnel procedures from the CPC chair.
  - e) Systems & Operations Management (TT) - Henrik, Dino, Brian  
The subcommittee is waiting for TT personnel procedures from the CPC chair.
  - f) Nursing (TT) - Jeff, Iswari, Sylvia M.  
Nothing was received. The subcommittee has sent another reminder.
8. PP&R Public Relations/Awareness Committee – update (Franck) – The subcommittee is exploring ideas about how to make PP&R and its activities more visible on the CSUN website.
9. Other/New Business -- None
10. Adjournment – The meeting was adjourned at 4:07 p.m. The committee's next meeting is scheduled for 1:00 p.m. on March 13, 2024, via Zoom.