

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 13, 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, Paulo Marchetti, Henrik Minassians, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: None

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

Staff Excused: None

Guest(s): None

1. The Chair called the meeting to order at 1:04 p.m.
2. Approval of Minutes
MSP: The committee approved the February 28, 2024 minutes.
3. Announcements
 - a. PP&R members were advised of the following policy approvals by President Beck:
 - i. Preamble to Section 600 & 700
 - ii. DEI Language in Section 600
4. Exceptional Service to Student Awards – The subcommittee reported that 23 of 34 applicants were recommended for awards. Although there were more applicants who qualified for the award this year, there were only 23 awards available. PP&R members reviewed the recommended recipients and voted to approve them. PP&R was reminded that applicants have the right to appeal if they were denied.
MSP: The committee approved the 23 top applicants for ESSA awards.
5. Update on Section 600 Searches
 - a. AVP, Research and Sponsored Programs – no update
 - b. Vice Provost – The review of applications has commenced.
 - c. AVP, Equity and Compliance Search –The search committee has received the schedule for the first charge meeting and several other meetings.
 - d. AVP, Faculty Programs and Initiatives – Applications are still being accepted for review.
6. Update on Adoption of Policy Recommendations

- a. 603.9.2 Performance Standards and Monitoring – to Senate 3/14/24, second reading
 - b. 660.3 RTP Bases for Appeal – to Senate Exec 4/4/24
 - c. 612.1– Guidelines for PP&R/CPC/DPC Elections – to Senate Exec 4/4/24
7. Section 600/700 Decisions, Approvals, and Inquiries
- a. 613: Responsible Authority for Collecting Comments – The subcommittee has reviewed the scope of their task and analyzed the flow chart associated with this section of the Manual. The subcommittee will continue to work on this issue.
 - b. 633 Conflicting Recommendations – The subcommittee received significant suggestions from the Teaching Effectiveness Taskforce. PP&R members expressed concern about the proposed policy changes. The subcommittee will deliberate further on the proposed changes and will focus on reworking the language of 632.3 first. They will need to ensure the language is inclusive of librarians, counselors, and others.
8. Personnel Procedures
- A. Department and College Personnel Procedure – Initial review completed pending department response:
 - a) Manufacturing Systems Engineering and Management (TT) (PTR)
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
 - b) Philosophy (TT) (LEC)
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department. A reminder was sent out.
 - c) Central American and Transborder Studies (TT) (LEC)
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department. A reminder was sent out.
 - d) Science and Mathematics (COLLEGE/TT)
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
 - e) Physical Therapy (TT) off-cycle
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
 - f) Health Sciences (TT) off-cycle
 - The committee reviewed the revised procedures. The department agreed, via email, to have the forms/ appendix removed from procedures.
 - **MSP: The committee approved the revised procedures.**
 - g) Communication Disorders & Science (TT) off-cycle
 - The subcommittee previously sent feedback to the department and is currently waiting to hear back from the department.
 - h) Psychology (TT) (LEC)
 - The subcommittee previously sent feedback and a reminder to the department and is currently waiting for a response from the department.

- i) Modern & Classical Language & Literatures (LEC)
 - The subcommittee previously sent feedback and a reminder to the department and is currently waiting for a response from the department.
- j) Special Education (TT)
 - The department responded with feedback and the PP&R committee reviewed the proposed additions. Additional clarification is needed and will be sent back to the department.
- k) Criminology & Justice Studies (PTR) off-cycle
 - The subcommittee previously sent feedback and a reminder to the department and is currently waiting for a response from the department.
- l) Criminology & Justice Studies (TT)
 - The subcommittee previously sent feedback and a reminder to the department and is currently waiting for a response from the department.
- m) Urban Studies (TT)
 - The committee reviewed the revised procedures and approved them.
 - **MSP: The committee approved the procedures.**
- n) Chicana/o Studies (LEC) (TT)
 - The subcommittee previously sent feedback and a reminder (LEC) (TT) to the department and is currently waiting for a response from the department.
- o) Modern & Classical Language & Literatures (TT)
 - The subcommittee previously sent feedback and a reminder to the department. The department will submit it after spring break.
- p) English (TT)
 - Feedback was sent to the department. Waiting for a response.
- q) Sociology (LEC)
 - The committee reviewed the revised procedures and acknowledged that the feedback was addressed.
 - **MSP: The committee approved the procedures.**

B. Department and College Personnel Procedure – Received

- a) University Library (COLLEGE) off-cycle
 - The committee reviewed the proposed procedures.
 - **MSP: The committee approved the procedures.**
- b) Electrical & Computer Engineering (TT)
 - The committee reviewed the proposed procedures and recommended additional changes. Additional clarification is needed, and new feedback will be sent back to the department.

C. Department and College Personnel Procedure – Not Received

- a) Geography and Environmental Studies (PTR)
 - The procedures were received and the committee reviewed the document.
 - **MSP: The committee approved the procedures.**
- b) Management (TT) (LEC) (PTR) – The first two procedures were received.
 - TT - The committee reviewed the procedures (TT) and recommended

additional minor revisions for the department. The subcommittee will send feedback back to the department.

- LEC - The subcommittee will send the procedures back to the department for lecturer consultation, which is missing from the cover sheet.
 - PTR - Currently pending receipt. The subcommittee will send a reminder for submission of procedure documents.
- c) Systems & Operations Management (TT) - Henrik, Dino, Brian
- Still waiting for submission by the department.
- d) Nursing (TT) - Jeff, Iswari, Sylvia M.
- Currently pending receipt. The subcommittee sent another reminder for submission of procedure documents.

9. PP&R Public Relations/Awareness Committee – no update

10. Other/New Business

a. Educational Policies Committee (EPC) –

- i. A discussion on the need to maintain and track the Student Learning Outcomes (SLOs) and syllabi of approved program and course documents both at the college and department levels. This is already available to faculty via the Undergraduate Studies Office for 2008-2015 and via OnBase for approved documents since 2016.

11. Adjournment – The meeting was adjourned at 3:46 p.m. The committee's next meeting is scheduled for 1:00 p.m. on March 27, 2024, via Zoom.