

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 3, 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, Henrik Minassians, Michael Neubauer, Sylvia Macauley, Paulo Marchetti, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Michael Hoggan

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

Staff Excused: None

Guest(s): Jeffrey Auerbach, Kristine Beck, Erika Beck, Stephanie Bluestein, Edith Chen, Samantha Fields, Julie Gainsburg, Simon Garrett, Phil Gorman, Dick Heermance, Deborah Heisley, Cheryl Hogue, Jade Huell, Dimpal Jain, Vickie Jensen, Jinah Kim, Greg Knotts, Tracy Lachica Buenavista, Regan Maas, Sheena Malhotra, Nathan Martin, Gina Masequesmay, Debi Prasad Choudhary, Jared Rappaport, Rosa Rivera Furumoto, Kurt Saunders, Kate Stevenson, Casey terHorst, Jennifer Thompson, John Valdovinos, Yarma Velazquez, Glen Whitman, Dianah Wynter

1. The Chair called the meeting to order at 1:04 p.m.
2. Approval of Minutes
MSP: The committee approved the March 27, 2024 minutes.
3. Announcements
 - a. The emeritus applications will be ready for members to review this week so that PP&R can vote at the next meeting.
4. Exceptional Service to Student Awards (Appeal)
 - a. The Chair confirmed that one ESSA applicant has appealed the committee's negative decision. PP&R members established a subcommittee for the ESSA appeal. The subcommittee will be comprised of Jeff and Brian.
5. Update on Section 600 Searches
 - a. AVP, Research and Sponsored Programs – The search committee will be conducting Zoom meetings next week.
 - b. Vice Provost – no update; the search committee is in meetings today.

- c. AVP, Equity and Compliance Search – The search committee will meet next week.
 - d. AVP, Faculty Programs and Initiatives – The search committee is currently reviewing applications and will meet next week.
 - e. Dean of Library – no update
 - f. VP, Equity and Inclusion – PP&R selected two members for this search committee: Henrik and Iswari. President Beck addressed the MVA and PD to the members and would like to proceed with the search expeditiously. Members discussed and addressed several issues and concerns. Members made suggestions and recommendations.
MSP: PP&R approves the MVA and PD for the VP, Equity and Inclusion search contingent on the recommended edits to the documents.
 - g. Interim Associate Dean of Library—PP&R members reviewed the MVA and PD for the search and provided comments and suggestions. The committee would like to review a revised version of the documents before the vote is taken.
6. Update on Adoption of Policy Recommendations
- a. 660.3 RTP Bases for Appeal – to Senate Exec 4/4/24 for second reading
 - b. 612.1– Guidelines for PP&R/CPC/DPC Elections – to Senate Exec 4/4/24 for first reading
7. Section 600/700 Decisions, Approvals, and Inquiries
- a. 613: Responsible Authority for Collecting Comments – no update
 - b. 632.3.2 Teaching Effectiveness – no update
8. Personnel Procedures
- A. Department and College Personnel Procedure – Initial review completed pending department response:
- a) Manufacturing Systems Engineering and Management (TT) (PTR)
 - The revised procedures were submitted, and the committee reviewed them.
MSP: The committee approved the TT and PTR procedures.
 - b) Philosophy (TT) (LEC)
 - No update
 - c) Central American and Transborder Studies (TT) (LEC)
 - No response from the department. The committee will send another reminder.
 - d) Science and Mathematics (COLLEGE/TT)
 - The revised procedures were submitted, and the committee reviewed them.
MSP: The committee approved the College TT procedures.
 - e) Physical Therapy (TT) off-cycle
 - The revised procedures were submitted, and the committee reviewed them.
MSP: The committee approved the procedures.
 - f) Communication Disorders & Science (TT) off-cycle
 - The revised procedures were submitted, and the committee reviewed them.
MSP: The committee approved the procedures.
 - g) Psychology (TT) (LEC)
 - While the TT procedures have not yet been received, the committee reviewed the revised LEC procedures and recommended additional changes.

- h) Modern & Classical Languages & Literatures (LEC)
 - The revised procedures were submitted, and the committee reviewed them.
MSP: The committee approved the procedures.
- i) Special Education (TT)
 - No response from the department. The committee will send another reminder.
- j) Criminology & Justice Studies (PTR) off-cycle
 - There is no update. The committee will send another reminder.
- k) Criminology & Justice Studies (TT)
 - There is no update. The committee will send another reminder.
- l) Chicana/o Studies (LEC) (TT)
 - The CPC is working on the document.
- m) Modern & Classical Languages & Literatures (TT)
 - The committee has received the document and needs to review the procedures. It will be discussed at the next PP&R meeting.
- n) English (TT)
 - The document that the committee received showed that their feedback had not been addressed, probably because there has been a change in department chair. The committee will follow up with the department.
- o) Electrical & Computer Engineering (TT)
 - The revised procedures were submitted, and the committee reviewed and approved them, but the cover sheet is missing.
MSP: The committee approved the procedures contingent on receipt of the cover sheet.
- p) Management (TT)
 - There is no update. The committee will send another reminder.
- q) Management (LEC)
 - There is no update. The committee will send another reminder.

B. Department and College Personnel Procedure – Received

C. Department and College Personnel Procedure – Not Received

- a) Management (PTR)
 - There is no update. No documents were received. The committee will send another reminder.
- b) Nursing (TT)
 - There is no update. No documents were received. The committee will send another reminder.

9. PP&R Calendars – Faculty Affairs is working on drafts of the following calendars:

- a. 2024-25 AY Calendar of Personnel Procedures
- b. 2024-25 AY Calendar Range Elevation
- c. 2024-25 AY Personnel Planning and Review Committee Visual Calendar

PP&R members discussed potential issues that the 2024-25 calendars should address. For

example, PP&R members are open to establishing a deadline for candidate submission of documents for post-tenure review (PTR) and for review by the department personnel committee. Members also discussed the PTR acronym and suggested using formal language, “Periodic Review of Tenured Faculty” as indicated in Section 600 and including the acronym at the first reference in Section 600. The application deadline for Exceptional Service to Student Awards (ESSA) should be included in the calendar. Members also discussed whether there should be a deadline for the review of 2nd Year faculty that would allow enough time for the department to solicit feedback from students. Diane will discuss this with the Dean’s Assistants and report back.

10. PP&R Public Relations/Awareness Committee – The subcommittee is conducting interviews to solicit feedback on campus awareness of PP&R and its role.

11. Other/New Business

- a. Faculty Hiring Process – Guests discussed the degree of complexity of the faculty hiring process with several people noting advantages and disadvantages of the current system. Speakers noted different experiences with FECRs and some suggested more training might be helpful. PP&R members suggested there may be some misunderstanding regarding the need for rubrics in the hiring process. The intent is for an equitable evaluation, though some have felt coerced to using rubrics that did not reflect the priorities of their search. FECRs expressed that the guidance they provided to committees on the front end was simply intended to prevent EEO audits or even search cancellations by OEC at the back end of the process. PP&R members discussed the idea of streamlining the faculty hire process in a way that would make faculty feel empowered. Many guests expressed gratitude for the opportunity to express their opinions on this important topic.

12. Adjournment – The meeting was adjourned at 4:55 p.m. The committee’s next meeting is scheduled for 1:00 p.m. on April 10, 2024, via Zoom.