

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 10, 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, Eric Garcia, Michael Hoggan, Henrik Minassians, Michael Neubauer, Sylvia Macauley, Paulo Marchetti, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Silvia Fernandez, Brian Foley

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

Staff Excused:

Guest(s):

1. Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes
MSP: The committee approved the April 3, 2024 minutes.
3. Announcements
 - a. GRIF Policy Review – A survey and analysis of the Grant-Related Instructional Faculty (GRIF) program was conducted by Hanover Consulting and was just completed. The report is available for review by PP&R members. The GRIF policy in Section 652 calls for a review after five years and that review is now overdue. It was suggested that PP&R form a subcommittee to evaluate the GRIF policy and to suggest appropriate updates or changes to Section 652. The committee discussed the comprehensive nature of the review and their desire to not begin such a review with only a few weeks remaining in the Spring semester. It should be put on the agenda of the first meeting of Fall 2024.
MSP: PP&R voted to begin the review of the GRIF policy in Section 652 at the beginning of the next academic year.
4. Emeritus Applications – In executive session, the committee reviewed all completed emeritus applications and took action on each one. In cases where eligibility could not be confirmed (e.g., the faculty member has not yet completed FERP and/or retired), approvals were made on the condition that the eligibility criteria first be met.
5. Exceptional Service to Student Awards (Appeal) – In executive session, the subcommittee began discussion of the appeal, but will defer the recommendation until next week when the full subcommittee can be present.

6. Update on Section 600 Searches

- a. AVP, Research and Sponsored Programs – The PP&R representatives were absent because the search committee was conducting interviews all day.
- b. Vice Provost – Interviews will begin next week.
- c. AVP, Equity and Compliance Search – The search committee will meet tomorrow. They are reviewing rubrics.
- d. AVP, Faculty Programs and Initiatives – The search committee has started reviewing applications. They will meet on Friday to discuss.
- e. Dean of Library – no update
- f. VP, Equity and Inclusion – no update
- g. Interim Associate Dean of Library – PP&R members reviewed and discussed the revised MVA and PD for the search.

MSP: PP&R approved the revised MVA and PD for the Interim Associate Dean of Library search.

7. Update on Adoption of Policy Recommendations

- a. 660.3 RTP Bases for Appeal – Passed Senate Exec on 4/4/24. Now going to Senate on 4/18/24
- b. 612.1– Guidelines for PP&R/CPC/DPC Elections – Passed Senate Exec on 4/4/24 with the intention of asking Senate for a waiver of the first reading. Now going to Senate on 4/18/24 with request for first reading waiver.

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

- a. 613: Responsible Authority for Collecting Comments – no update
- b. 632.3.2 Teaching Effectiveness – no update
- c. 707 Written Comments About Lecturers – Committee members reviewed the suggested revision in section 707.1.

MSP: PP&R approved the revised policy to move forward to the Senate Executive Committee for review.

9. Personnel Procedures

A. Department and College Personnel Procedure – Initial review completed pending department response:

a) Manufacturing Systems Engineering and Management (TT) (PTR)

- Members discussed the fact that the two sets of procedures previously approved on April 3, 2024, were not the most recent version, as additional changes have been made by the department. The subcommittee will review the newest PTR documents recently submitted and will await the submission of updated TT documents.

MSP: The committee rescinded its April 3, 2024 approval of the MSEM tenure-track and post-tenure review personnel procedures, as the documents that were reviewed at that time were inaccurate.

- b) Philosophy (TT) (LEC)
 - No update
- c) Central American and Transborder Studies (TT) (LEC)
 - Documents were received and reviewed but need additional revisions. Documents were received as PDFs, when a Word document was requested. Waiting for cover sheets with all signatures. New feedback will be sent to the department.
- d) Psychology (TT) (LEC)
 - Documents received but not yet reviewed by the subcommittee.
- e) Special Education (TT)
 - The committee members reviewed the revised procedures.
MSP: The committee approved the procedures.
- f) Criminology & Justice Studies (PTR) off-cycle
 - No response from the department.
- g) Criminology & Justice Studies (TT)
 - No response from the department.
- h) Chicana/o Studies (LEC) (TT)
 - Documents received but not yet reviewed by the subcommittee.
- i) Modern & Classical Languages & Literatures (TT)
 - The committee members reviewed the procedures.
MSP: The committee approved the procedures.
- j) English (TT)
 - The committee members reviewed the procedures and recommended additional revisions.
- k) Management (TT)
 - No update
- l) Management (LEC)
 - No update

B. Department and College Personnel Procedure – Received

C. Department and College Personnel Procedure – Not Received

- a) Management (PTR)
 - No update. The committee will send another reminder and copy the Dean and Faculty Affairs.
- b) Nursing (TT)
 - There is no update. The committee will send another reminder and copy the Dean and Faculty Affairs.

10. PP&R Calendars – Additional revisions are needed to existing drafts of the following documents before presenting to PP&R:

- 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

11. PP&R Public Relations/Awareness Committee – The subcommittee has finished collecting feedback and is working on a draft report to present to PP&R.

12. Other/New Business

a. Summer SEF and Peer Observations – Several inquiries were made in summer and early Fall 2023 regarding whether student evaluations and peer observations could be conducted in state-side summer courses. PP&R members indicated that this is likely an issue for CFA, as it has possible implications for faculty peer reviewers working while off contract. PP&R requested that Faculty Affairs seek additional information from other CSUs to see whether it appears to be a question that has arisen elsewhere and how they dealt with it.

b. 606.1.1.b Adding material to PIF – Members reviewed and discussed this item which had been on the pending list. Committee members noted that the recent revisions are sufficient and no further action is needed.

MSP: The committee voted to remove this item from the list of pending issues.

c. Public Sharing of PP&R Agenda – Members discussed whether it would be helpful to share the PP&R agenda publicly, similar to EPC. If this is done, the agenda might include a disclaimer about executive session so that visitors are aware of this important occasional aspect of closed PP&R meetings. The goal of sharing would be to bring public awareness of PP&R and the issues it deals with. The idea of broader circulation of the agenda will be discussed in the future along with the recommendations of the PP&R Public Awareness subcommittee.

13. Adjournment – The meeting was adjourned at 4:15 p.m. The committee’s next meeting is scheduled for 1:00 p.m. via Zoom on April 17, 2024.

Future PP&R Items:

- a. 652 GRIF Policy Assessment – For first meeting agenda in Fall 2024
- b. 702.6 Professional Responsibilities for Lecturers
- c. 708.1 Equal Employment Opportunity Policy