

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 17, 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, Iswari Pandey, Franck Vigneron, Dino Vrongistinos, Jeffrey Wiegley

Members Excused: Henrik Minassians

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

Staff Excused:

Guest(s): Provost Meera Komarraju

1. Chair called the meeting to order at 1:01 p.m.
2. Approval of Minutes
MSP: The committee approved the April 10, 2024 minutes.
3. Announcements – no update
4. Exceptional Service to Student Awards (Appeal) – In executive session, the subcommittee discussed an appeal from an applicant that was denied; they voted on the appeal.
5. RTP Appeals – In executive session, an RTP appeal was discussed and members voted on the case.
6. Update on Section 600 Searches
 - a. AVP, Research and Sponsored Programs – First-round interviews have been completed; finalists will be announced shortly.
 - b. Vice Provost – Finalists will come to campus next week.
 - c. AVP, Equity and Compliance Search – The search committee reviewed the job announcement and rubrics, and made changes to the MVA. The three PP&R representatives on the committee deemed the changes editorial and recommended that the MVA did not need to come back to PP&R for review.
 - d. AVP, Faculty Programs and Initiatives – The search committee identified semi-finalists who will be interviewed by Zoom on Thursday and Friday this week.
 - e. Dean of Library – Provost Meera Komarraju addressed the MVA and PD for this position. Members made suggestions and recommendations and anticipate receiving revised

documents for their vote at a future meeting.

- f. VP, Equity and Inclusion – no update
7. Update on Adoption of Policy Recommendations
 - a. 660.3 RTP Bases for Appeal – to Senate 4/18/24
 - b. 612.1– Guidelines for PP&R/CPC/DPC Elections – to Senate 4/18/24 with request for first reading waiver
 - c. 707 Written Comments About Lecturers – to Senate Exec 5/2/24
 8. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 613: Responsible Authority for Collecting Comments – Members discussed the “Process for Gathering Faculty and Student Comments for Faculty Evaluations” and identified parts of that flowchart that needed further clarification.
 - b. 632.3.2 Teaching Effectiveness – The subcommittee is working on the new language in the teaching effectiveness paragraph. More discussion is needed. A draft will be placed in the meeting folder for the next meeting for the members to review. It was noted that PP&R needs to ensure there is alignment between the proposed new language and Sections 15.15 to 15.18 of the Collective Bargaining Agreement.
 9. Personnel Procedures
 - A. Department and College Personnel Procedure – Initial review completed pending department response:
 - a) Philosophy (TT)
 - The committee has received the revised documents from the department but has not yet reviewed them to make sure all concerns have been addressed.
 - b) Philosophy (LEC)
 - The committee will send a final reminder this week and copy the Department Chair, Dean, and Diane.
 - c) Psychology (TT)
 - The committee will send a final reminder this week and copy the Department Chair, Dean, and Diane.
 - d) Psychology (LEC)
 - The committee will send a final reminder this week and copy the Department Chair, Dean, and Diane.
 - e) Criminology & Justice Studies (TT)
 - The document was just uploaded to the folder. The committee will review and provide feedback to the department.
 - f) Criminology & Justice Studies (PTR) off-cycle
 - The Department wants to withdraw. This will be removed from the list.
 - g) Chicana/o Studies (TT)
 - These personnel procedures were approved in 2022 and do not need to be changed at this time. They will be removed from the list.
 - h) Chicana/o Studies (LEC)

- No changes were made to the personnel procedures from their 2019 version. The Word document will be edited to update the date on the document to April 2024.

MSP: The committee approved the LEC procedures.

- i) Central American and Transborder Studies (TT)
 - Pending receipt from the department. The new Department chair is requesting a meeting with the subcommittee to get further clarification on what is needed. The subcommittee will forward correspondence to the PP&R Chair who will assist with getting the right documents submitted.
- j) Central American and Transborder Studies (LEC)
 - Pending receipt from the department. The new Department chair is requesting a meeting with the subcommittee to get further clarification on what is needed. The subcommittee will forward correspondence to the PP&R Chair who will assist with getting the right documents submitted.
- k) English (TT)
 - No response from the department. The subcommittee will follow up.
- l) Management (TT)
 - No update. The subcommittee will send another follow-up with a copy to the dean and Diane.
- m) Management (LEC)
 - No update. The subcommittee will send another follow-up with a copy to the dean and Diane.
- n) Manufacturing Systems Engineering and Management (TT)
 - The subcommittee is waiting to receive clean copies of the updated and final documents.
- o) Manufacturing Systems Engineering and Management (PTR)
 - The subcommittee is waiting to receive clean copies of the updated and final documents.

B. Department and College Personnel Procedure – Received

C. Department and College Personnel Procedure – Not Received

- a) Management (PTR)
 - No update. The subcommittee will follow-up.
- b) Nursing (TT)
 - The documents were received from the department. After review, the subcommittee realized that the cover sheet was missing the CPC approval. The documents have been sent back for the pending approval signatures.

10. PP&R Calendars –

- a. 2024-25 AY Calendar of Personnel Procedures -- PP&R members reviewed and discussed preliminary changes to section 600 calendar draft for next academic year. Recommendations and revisions were suggested.
- b. 2024-25 AY Calendar Range Elevation – Not addressed due to time constraints.

- c. 2024-25 AY Personnel Planning and Review Committee Visual Calendar – not addressed
11. PP&R Public Relations/Awareness Committee – update (Franck, Michael H.)
 - d. Report & Recommendations – no update, out of time.
 - e. Public Sharing of PP&R Agenda – no update, out of time.
 12. Summer SEF and Peer Observations – no update, out of time.
 13. Other/New Business – no update
 14. Adjournment – the meeting was adjourned at 5:02 p.m. The committee’s next meeting is scheduled for 1:00 p.m. on April 24, 2024, via Zoom.