

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 24, 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, Sylvia Macauley, Henrik Minassians, Michael Neubauer, 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. Chair called the meeting to order at 1:01 p.m.
2. Approval of Minutes  
**MSP: The committee approved the April 17, 2024 minutes.**
3. Announcements – The Provost is working through the RTP appeals. Diane Guido announced her departure from CSUN to Sonoma State as of July 1, 2024.
4. RTP Appeals – In executive session, an RTP appeal was discussed, and members voted on the case.
5. Update on Section 600 Searches
  - a. AVP, Research and Sponsored Programs – The finalists will be announced shortly and those interviews will be conducted next week.
  - b. Vice Provost – Finalists are on campus this week. The PP&R representative will inquire and report back why the dissertation title was blacked out in the CV of the third candidate.
  - c. AVP, Equity and Compliance Search – The next meeting will be on May 6; the committee is working on finalizing the rubrics.
  - d. AVP, Faculty Programs and Initiatives – Semifinalists were interviewed last week, and finalists have been identified. They will come to campus soon.
  - e. Dean of Library – The revised MVA is pending.
  - f. VP, Equity and Inclusion – no update

6. Update on Adoption of Policy Recommendations

- a. 660 RTP Bases for Appeal – Policy passed with an amendment on the Senate floor. 660.3.3 was edited to read, “Inconsistency among the recommendations.”
- b. 612.1– Guidelines for PP&R/CPC/DPC Elections – The Senate approved a waiver of the first reading and then approved the policy with an amendment on the Senate floor. The beginning of the new paragraph was edited to read, “In order to fulfill the obligations described in the previous paragraph, the elections to Faculty Committees are expected to be held in the following order . . .”
- c. 707 Written Comments About Lecturers – will go to Senate Exec on 5/2/24

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

- a. 613: Responsible Authority for Collecting Comments – no update
- b. 632.3.2 Teaching Effectiveness – Members reviewed and discussed the policy. Feedback was provided for additional clarification, including concern about workload of managing additional peer observations and the need to condense the policy overall.
- c. 660.4.2.b / 635.2.1 – Rebuttal to RTP Recommendation Letter. Members discussed whether a 10-day waiting period is truly necessary after the RTP appeal recommendation has been made by PP&R in light of the short window of time remaining for the Provost to review the file before coming to PP&R to discuss it at the last meeting of the year. The pertinent clause in the Collective Bargaining Agreement, Article 15.5, was carefully considered. Members discussed allowing faculty to declare their intention early, if they chose to not write a rebuttal, as a way to narrow the 10-day timeline. Ultimately, members agreed that, currently, section 600 is in alignment with the CBA and no edits are needed. The committee also discussed looking into other timing solutions (e.g., moving the appeals timeline earlier) since PP&R does have the flexibility to change the calendar.

8. Personnel Procedures

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

- a) Philosophy (TT)
  - Feedback was provided this week, and the subcommittee is waiting for a response and an updated Cover sheet with the missing CPC signatures.
- b) Philosophy (LEC)
  - The department plans to withdraw their request for review and revert to Section 700; the subcommittee will request a Cover sheet with the appropriate notation.
- c) Psychology (TT)
  - The subcommittee is waiting for the signed Cover sheet.
- d) Psychology (LEC)
  - The subcommittee sent additional feedback, including a request for the signed Cover sheet.
- e) Criminology & Justice Studies (TT)
  - The subcommittee sent them feedback last week, including a request for the Cover sheet with signatures.

- f) Central American and Transborder Studies (TT)
  - The subcommittee received and reviewed the procedures. Additional feedback was provided to the department.
- g) Central American and Transborder Studies (LEC)
  - Currently in review. The subcommittee will be providing feedback to the department.
- h) English (TT)
  - PP&R reviewed the procedures as recommended by the subcommittee.  
**MSP: The committee approved the procedures**
- i) Management (TT)
  - The subcommittee received the policy, and members reviewed it, but the cover sheet is missing CPC and Dean approval and signatures.
- j) Management (LEC)
  - The subcommittee received the policy, and members reviewed it, but the cover sheet indicates that there has not been any consultation with lecturers. The subcommittee will advise the department to convene that consultation meeting soon, before the semester comes to an end.
- k) Manufacturing Systems Engineering and Management (TT)
  - The PP&R committee reviewed the procedures.  
**MSP: The committee approved the procedures**
- l) Manufacturing Systems Engineering and Management (PTR)
  - The PP&R committee reviewed the procedures.  
**MSP: The committee approved the procedures**

B. Department and College Personnel Procedure – Received

- a) Nursing (TT)
  - The subcommittee reached out and has confirmation that the document is in process at the college level.

C. Department and College Personnel Procedure – Not Received

- a) Management (PTR)
  - The subcommittee requested a signed coversheet with the appropriate notation as the department will defer to section 600.

9. PP&R Calendars

- a. 2024-25 AY Calendar of Personnel Procedures – PP&R members reviewed and discussed revisions to the section 600 calendar draft for the next academic year.  
**MSP: The committee approved the section 600 2024-25 AY Calendar of Personnel Procedures.**
- b. 2024-25 AY Calendar Range Elevation – PP&R members reviewed and discussed preliminary changes to section 700 calendar draft for next academic year.  
**MSP: The committee approved the section 700 2024-25 AY Calendar of Range Elevation.**
- c. 2024-25 AY Personnel Planning and Review Committee Visual Calendar – Faculty Affairs will work on this calendar, as it is the compilation of the two calendars listed above.

10. PP&R Public Relations/Awareness Committee
  - a. Report & Recommendations – The subcommittee shared results of their survey about how PP&R is currently viewed among faculty (both positives and negatives). They also presented recommendations for increased visibility of PP&R across campus and the work they do, as well as possible equitable solutions for reducing the committee workload and making service on PP&R appealing to more faculty. Discussion will continue at future meetings.
  - b. Public Sharing of PP&R Agenda – no update
  
11. Summer SEF and Peer Observations – Diane shared that other CSUs have no big issues with these because they regularly allow for summer student course evaluations as well as peer observations. Regarding conducting Peer Observations, faculty who are on 12-month appointments (including department chairs) would be able to do these, as would any faculty who have a teaching appointment during the summer. Other faculty could consider doing peer observations on a voluntary basis, but would not be required to do so.
  
12. Other/New Business – In response to an inquiry from a Department Chair related to class visits (612.5.2.2.a.i), members confirmed that there should be two separate evaluations, one from the department chair and the other from the DPC. The members discussed that evaluators can sit in the same class simultaneously as long as they have separate evaluations, as the intent of the policy is for there to be two viewpoints on file.  
**MSP: PP&R members confirm their interpretation of Section 612.5.2.2.a.i. as follows: There must be two independent evaluations, one from the department chair and one from the DPC. Either evaluation may be done by a designee. The evaluations may be performed in the same class.**
  
13. Adjournment – The meeting was adjourned at 5:04 p.m. The committee’s next meeting is scheduled for 1:00 p.m. on May 1, 2024, via Zoom.