

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 10, 2021 APPROVED BY COMMITTEE February 24, 2021
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Lindsay Brown, Tracy Buenavista, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, George Wang,

Members Absent: Veda Ward

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:00pm
2. Approval of Minutes from January 27, 2021

The Committee reviewed the minutes for January 27, 2021 and acted on the following motion:

MSP: Approval of minutes of the January 27, 2021 meeting.

3. Announcements

a. RTP/Interfolio Update

- i. Guido provided an update on RTP processes: Things are going well with regard to the procedure for 3-6 year files. Preparations are taking place now for an information session for 1st year faculty to understand the process as they start preparing their second year RTP files.

b. Veda Ward

- i. PP&R member and College of Health and Human Development representative, Veda Ward, will not be able to participate in the committee for the remainder of the semester. The College of Health and Human Development will have an election to identify an eligible faculty to take her place.

4. **Provost's Report on Second Year RTP Reviews – Executive Session**

- a. Guido provided a report on second year RTP reviews on behalf of Provost Walker

5. **RTP Extension Request – Nursing Department**

- a. Committee reviewed Nursing Department's Department Personnel Committee's (DPC) request for an extension to review two RTP candidates. The committee acted on the following motion:

MSP: Approve extension of RTP review by the DPC for Nursing Department.

6. Updates on Section 600 Searches

a. Associate Dean for Tseng College

- a. Position announcement has been published and recruiting for this position has resumed.

b. Dean of Humanities

- i. No updates

7. Updates on Section 600 Decisions, Approvals, Inquiries

a. Consulting with faculty and students – 613.1, 612.5.2.c.4, 607.2.3, 634.1-3

- i. Committee reviewed verbiage in 607.2.3 and 634.1-3 and made changes to include Staff to provide feedback on faculty members. The committee voted to move forward with these changes and present them to Faculty Senate. The remaining two sections, 613.1 and 612.5.2.c.4 will be reviewed at the next PP&R meeting.

MSP: Approve changes to 607.2.3 and 634.1-3 and move forward to Faculty Senate for review.

b. Oral or Written Comments (Consultation) about Lecturers - 707

- i. Subcommittee will make changes to this section based on the changes made to the equivalent sections in 600 as indicated on item “a” above.

c. GRIF – 652

- i. No updates.

d. Clarification of Timeline for Implementing Changes in Section 700 – 706.2

- i. Committee reviewed the changes proposed by subcommittee and acted on the following:

MSP: Approve changes and move forward to Faculty Senate for review

e. Sabbatical Recommendations from the Dean – 672.2.12

- i. Stein provided update based on conversation with Provost. Provost Walker would like to obtain additional information on this topic. Neubauer will also look at language in Section 600 to discuss at next meeting.

f. CPC and DPC Term Limits / Opt-Out

- i. No updates.

g. Faculty Eligible for CPC and DPC

- i. No updates.

h. Section 709.1.2: “Departments will maintain for each qualified applicant a list of courses previously taught in the CSU in the applicant’s respective pool(s).”

- i. Subcommittee made changes to language as follows: “ In addition, Departments will maintain for each qualified applicant a list of courses previously taught in the CSU so that the candidate’s experience for any particular pool is documented.”

- ii. Committee acted on the following:

MSP: Approve to move forward to Senate as amended

i. Three-year Faculty and Annual Application to Pools – 709/709.1

- i. On hold for now.

j. Assessing Section 600 for Allowing Email Notifications for RTP

- i. No updates. Stein will also review Section 700 to parallel verbiage on Section 600.

8. Update on Adoption of Policy Recommendations

a. Service credit – 632.4.1, 641.2.3

- i. Item will be going to Faculty Senate for second reading.

b. Alignment of Section 600 with Senate bylaws

- i. Item will be going to Faculty Senate for second reading.

c. Canvas access for peer observation - 612.5.2.c.2, 706.3.1

- i. Item will be going to Faculty Senate for first reading.

9. Department and College Personnel Procedures

a. Art

- i. Tenure-Track and Lecturer Procedures:
1. Subcommittee presented procedures and posed questions to the committee.
Subcommittee will email department with suggested changes.
- ii. Post-Tenure Review Procedures:
1. Committee acted on the following:
MSP: Approval of procedures as written.

b. Anthropology

- i. Tenure-Track and Lecturer Procedures:
1. Subcommittee will be sending procedures back to department for minor changes.

c. Computer Science

- i. Cover sheets pending; review will be done at the next PP&R meeting

d. Child and Adolescent Development

- i. Committee acted on the following motion:
MSP: Approval of procedures as presented

e. Journalism and Music

- i. Committee acted on the following motion:
MSP: Approval of procedures as presented

10. Other/New Business

a. Professional Expectations for Lecturers

- i. Model this item after Section 604; Subcommittee will work on this for Section 700

b. Including Lecturer Votes in Chair Decision

- i. Guido updated PP&R on a conversation with CFA regarding whether lecturers should have a vote in the department chair decision. She will gather more information for the next meeting.

c. Additional Guidance on Peer Reviews and Student Evaluations

- i. Guido noted that she has received several requests for sample questions for student evaluations and peer observations, especially regarding whether common questions on synchronous and asynchronous teaching are desirable. She will gather more information for next meeting.

11. Adjournment – Meeting adjourned at 3:51pm. The next meeting of the Committee is scheduled for 1:00pm on February 24, 2021 via Zoom.