

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 29, 2023 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: Tamarah Ashton, Lindsay Brown, Ana (Cristina) Cadavid, Fermin Herrera, Michael Hoggan, Pat Alford-Keating, Sylvia Macauley, Paulo Marchetti, Henrik Minassians, Michael Neubauer, Setareh Torabian-Riasati, Franck Vigneron, Jeffrey Wiegley

Members Excused: None

Staff Present: Anita Mendoza, Recording Secretary

Staff Excused: Diane Guido, Executive Secretary

Guest(s): Leticia Vargas

1. The Chair called the meeting to order at 1:03 pm.

2. Approval of Minutes

**MSP: The committee approved the minutes from March 15, 2023, with minor corrections.**

3. Announcements

a. A vote on emeritus applications is anticipated at the next PP&R meeting. Applications will be uploaded to the committee's Box folder for review.

b. RTP Appeals

i. The committee members discussed the two appeals that were received. One included a faculty member who had received a late notification of publication. The committee discussed whether the file should be sent back for review by all reviewing agencies with a new timeline instead proceeding with the appeal process.

**MSP: The committee voted to move forward with the appeal process rather than sending it back to reviewers.**

ii. Subcommittees for the two appeals were established. Leticia Vargas, the Faculty Affairs campus lead for Interfolio software, joined the meeting to provide an overview of Interfolio. She demonstrated how to login, access appeals, navigate to select cases, and review documents. She also noted the requirement of signing the ePAF Certification form to document access to the faculty member's PAF. Subcommittee members were asked to email Leticia with their availability for appeals meetings which could begin as soon as next week.

c. Teaching Effectiveness Task Force: It has come to our attention that several rating scales on departmental Student Evaluation Forms (SEFs) do not use standard scales, largely as a result of the conversion from paper-and-pencil forms to online forms several years ago. The task force Chair has been in conversation with Institutional Research and Faculty Affairs about adjusting the scales to a more conventional scale for increased accuracy and clarity and there is general agreement that it would be advantageous to edit these scales. Many departments will be affected by that change. Lindsay and Diane will communicate with those respective departments.

4. Update on Section 600 Searches

a. Dean HHD – The Search and Screen Committee chair will soon be ready to present the search report to PP&R. The Provost has asked to advance the process. It was suggested to have a separate 15-30 minute meeting to review and approve the report prior to next PP&R meeting; PP&R members would prefer for the review and approval to take place at the next meeting, if possible.

b. Associate Dean COH – no update

- c. Director of Career Center – Charge meeting is next week.
  - d. AVP of Undergraduate Studies – The charge meeting was held on March 17. The target date for evaluations is April 11 for the first round.
5. Update on Adoption of Policy Recommendations
- a. 622.5.2 Evaluating Associate Deans – to Senate 3/30/23
  - b. Section 600 preamble – to Senate Exec 4/6/23  
B. Morris, AVP of Equity & Compliance, was asked to review, and he supports the proposed verbiage.
  - c. DEI Language in Section 600 – to Senate Exec 4/6/23
  - d. 706.1 Lecturer input on evaluation procedures – to Senate 3/30/23
  - e. 606.1.1.b Adding material to PIF – to Senate Exec 4/6/23
6. Updates on Section 600 Decisions, Approvals, Inquiries
- a. 702.6 Professional Responsibilities for Lecturers – The concerns received from the consulted lecturers were addressed. Currently, there are no specific guidelines that need to be clarified. Recommended to send back to those lecturers for another reading before sending it to the Senate Exec Committee.
  - b. 633 Conflicting Recommendations – This group was expanded to include a third subcommittee member. Henrik will join the subcommittee.
  - c. RTP Appeals – Basis for Appeal, Guidance to Appellants –The committee discussed whether 600 needs to be clarified and how best to provide guidance to appellants. A subcommittee was created to include Jeff, Michael N., and Henrik.
7. Department and College Personnel Procedures
- a. Humanities (College) – Received cover sheet and proposed changes to the college personnel procedures. **MSP: The committee approved the procedures.**
  - b. Africana Studies (TT) – No update
  - c. Political Science (TT) – No update
  - d. Anthropology (TT) – No update
  - e. Biology (TT) – Received cover sheet and proposed changes to the departmental personnel procedures. **MSP: The committee approved the procedures.**
  - f. Civil Engineering (TT) – No update
8. RTP Review Form – The form was sent to the Chair of the Council of Chairs for review.
9. Adjournment: The meeting adjourned at 3:10 pm. The committee's next meeting is scheduled for 1:00 pm on April 5, 2023, via Zoom.