

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 3, 2021 APPROVED BY COMMITTEE March 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: 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, Peggy Roller, Lindsay Brown

Members Absent:

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl & Letty Vargas, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:00pm
2. Welcome to PP&R!
 - a. The committee welcomed a new member, Peggy Roller, who is representing the College of Health and Human Development.
 - b. The committee welcomed the new recording secretary, Letty Vargas.
3. Approval of Minutes from February 24, 2021

The Committee reviewed the minutes for February 24, 2021 and acted on the following:
MSP: Approval of minutes of the February 24, 2021 meeting.

4. Announcements
 - a. **RTP/Interfolio Update**
 - i. No update
 - b. **Exceptional Service to Students Awards**
 - i. The committee discussed the timeline for Exceptional Service to Student Awards and established a subcommittee to review applications. The committee agreed to send out applications on March 9th and the deadline to submit applications is March 30th. Applicants will hear a response by April 16.

5. Updates on Section 600 Searches
 - a. **Associate Dean for Tseng College**
 - a. No updates
 - b. **Dean of Humanities**
 - i. No updates

6. Updates on Section 600 Decisions, Approvals, Inquiries

- a. **Consulting with faculty and students – 613.1, 612.5.2.c.4**
 - i. Committee acted on the following:
 - 1. **MSP:** approval of changes to sections 612.5.2.c.4 and 613.1. Both items will be going to the Senate Executive Committee for review.
- b. **Oral or Written Comments (Consultation) about Lecturers - 707**
 - i. No updates.
- c. **CPC and DPC Term Limits / Opt-Out – 612.1-3**
 - i. No updates.
- d. **Faculty Eligible for CPC and DPC**
 - i. No updates.
- e. **Three-year Faculty and Annual Application to Pools – 709/709.1**
 - i. Subcommittee discussed how often temporary faculty need to apply to departmental pools. The subcommittee will provide language clearly delineating when one-year and three-year temporary faculty need to apply to pools at the next PP&R meeting.
- f. **Assessing Section 600 and 700 for Allowing Email Notifications for RTP**
 - i. **MSP:** approval of changes made to section 600. Item will be going to the Senate Executive Committee for review.
 - ii. Section 700 of this item will be reviewed at the next PP&R meeting.
- g. **Sabbatical Recommendations from the Dean – 672.2.12**
 - i. No updates.
- h. **Professional Expectations for Lecturers – (Model after 604)**
 - i. No updates.
- i. **Including Lecturer Votes in Chair Decisions – 622.6.2.c**
 - i. Committee is reaching out to colleges and departments to get feedback on this topic.

7. Faculty Equity Advocates

- a. Professors Sylvia Macauley and Elena Miranda introduced themselves to the PP&R committee and discussed their roles as Faculty Equity Advocates. They are currently working on reviewing the faculty recruitment and hiring process. Their goal this semester is to suggest revisions to the current search and screen manual, and next semester they will focus on the issue of faculty retention.

8. Update on Adoption of Policy Recommendations

- a. **Canvas Access for Peer Observation – 612.5.2.c.2, 706.3.1**
 - i. Item will be going to Faculty Senate for a second reading.
- b. **Consulting with Faculty and Students – 607.2.3, 634.1-3**
 - i. Item will be going to Senate Executive Committee for review.

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

- i. Item will be going to Senate Executive Committee for review.

d. 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. Item will be going to Senate Executive Committee for review.

9. Department and College Personnel Procedures

a. Communication Studies

i. Tenure-Track Procedures:

- 1. Subcommittee presented procedures and posed questions to the committee. Subcommittee will email department with suggested changes.

b. Computer Science

- i. **MSP:** Committee approved Tenure-Track procedures.

10. Student Evaluations Questions and Peer Observations Rubric

- a. Committee reviewed samples with specific guidance for online classes. PP&R discussed that departments should craft rubrics for peer-observation specific to the departments’ teaching expectations. PP&R will not make global recommendations peer observation this semester. In addition, PP&R discussed the need for student evaluations to have questions that are common on all faculty evaluations and for the elimination of known bias. A campus faculty member was identified who is currently examining evaluation bias.

11. Other/New Business

- a. None

12. Adjournment – Meeting adjourned at 3:30pm. The next meeting of the Committee is scheduled for 1:00pm on March 24, 2021 via Zoom.