

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 21, 2021 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: Mary-Pat Stein, Tracy Buenavista, Dennis Halcoussis, Lesley Krane, Kenneth Lee, David Moguel, Michael Neubauer, Judy Schmidt-Levy, Dino Vrongistinos, George Wang, Lindsay Brown, Maria Rosa Garcia-Acevedo, Margaret Roller

Members Absent:

Staff Present: Diane Guido, Executive Secretary, Letty Vargas, Recording Secretary

Staff Absent:

1. Chair called the meeting to order at 1:00pm.
2. Approval of Minutes from April 14, 2021  
The Committee reviewed the minutes of April 14, 2021, and acted on the following:  
**MSP:** Approval of minutes of the April 14, 2021 meeting.
3. Announcements
  - a. RTP/Interfolio Update
    - i. No Updates.
  - b. Health Survey
    - i. The committee would like faculty to encourage students to take the health survey that has been sent out.
  - c. QPR – Question, Persuade, Refer
    - i. The University Counseling Services has set up faculty and staff QPR trainings which demonstrate how to recognize when students are suffering from mental health issues and how to respond.
4. Update on Section 600 Searches
  - a. Associate Dean for Tseng College
    - i. No updates.
  - b. Dean Humanities
    - i. No updates.
5. Updates on Section 600 Decisions, Approvals, Inquiries
  - a. CPC and DPC Term Limits/Opt-Out (Next Year)
    - i. No Updates.
  - b. Faculty eligible for CPC and DPC (Next Year)
    - i. No Updates.
  - c. Professional Expectations for Lecturers – (Model after 604)(Tracy, Peggy, Maria)
    - i. Some suggestions were made; this policy will carry forward to the next year.
  - d. Sabbatical Recommendations from the Dean – 672.2.12 (Tabled)
    - i. No Updates.

- e. Consulting with faculty and students 634 (suggestions from Senate first reading)
    - i. **MSP:** Committee approved policy as amended; going forward to Senate Exec.
  - f. Consulting with faculty and students – 607.2.3 (suggestions from Senate first reading)
    - i. **MSP:** Committee approved policy as amended; going forward to Senate Exec.
  - g. Personnel Action File – 703.1.2.c
    - i. **MSP:** Committee approved policy as amended; going forward to Senate Exec.
6. Update on Adoption of Policy Recommendations
- a. Second Reading (May 6<sup>th</sup>)
    - i. 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).”
    - ii. Consulting with faculty and students – 613.1, 612.5.2.c.4
    - iii. Section 600 for allowing email notifications for RTP - 612.5.2.c.2.a.iii, 635.2.2
    - iv. Clarification of timeline for implementing changes in Section 700 (706.2)
  - b. Going to Senate Exec (April 22<sup>nd</sup>)
    - i. Written Comments about Lecturers – 707
    - ii. Range Elevation Timeline 712.2.2.b.2 (Time Sensitive as per the CFA, ask to waive first reading)
    - iii. Assessing 700 for allowing email notifications for personnel matters (Time Sensitive and in line with Section 600 language already passed at Senate, ask to waive first reading)
    - iv. Lecturer Evaluations - 621.4.2b
    - v. Three-year faculty and annual application to pools – 709.1
7. Department and College Personnel Procedures
- a. Review the personnel procedures for the following departments:
    - i. Social Work – Retention, Tenure, and Promotion
      - 1. **MSP:** Committee conditionally approved the retention, tenure, and promotion review procedures with department edits pending.
    - ii. HHD
      - 1. **MSP:** Committee conditionally approved the college review procedures with department edits pending.
    - iii. Physics and Astronomy
      - 1. Sent back to department for edits.
    - iv. Secondary Education
      - 1. Sent back to department for edits.
8. Other/New Business
9. Adjournment – Meeting adjourned at 3:06pm. The next meeting of the Committee is scheduled for 1:00pm on April 28, 2021 via Zoom.

*As of 04/23/2021*