

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING May 11, 2022 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, Tamarah Ashton, Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Sylvia Macauley, Peggy Roller, Dino Vrongistinos, Michael Neubauer, Henrik Minassians, Michael Hoggan

Members Absent: Debi Choudhary, George Wang

Staff Present: Anita Mendoza, Recording Secretary

Staff Absent: Diane Guido, Executive Secretary

1. Chair called the meeting to order at 1:02 pm.

2. Approval of Minutes

MSP: The minutes from May 4, 2022, were approved.

3. Announcements

L. Brown mentioned that next week is the final PP&R meeting for the spring 2022 semester. The Provost will be coming at a 1:30pm time certain. New PP&R members will be contacted and advised to attend at 2:15pm for introductions and the election of next year's chair.

4. Exceptional Service to Students Award

T. Buenavista presented revised changes to the Exceptional Levels of Service to Students Awards document (suggestions and best practices for next year) based on recent discussions with PP&R members. Proposed changes include:

- Primary consideration will be given to applicants who have never received this award or who have not received the award within the past three years, depending upon the applicant pool.
- Edits to reflect the language of CBA 20.37 regarding examples of activities and practices that support diverse student populations.
- Additional fields on the application to document the estimated number of hours to be spent in the proposed activity, the number of units of reassigned time already anticipated for other purposes, and a checklist of the types of services the applicant proposes to complete if given the award.

MSP: The committee voted to approve the edits to the application and supporting materials as noted above.

5. MSEM PTR policies

L. Brown indicated that the Interim Department Chair of MSEM was advised to ask next year's Department Chair to initiate the drafting of revised PTR procedures. In any case, the peer review committee is not permitted to solicit informal feedback for use in the PTR review in keeping with the CBA and recent changes to Section 600.

6. Update on Section 600 Searches

- a. Vice President of Information Technology – It was announced to the campus community that the new VP/CIO is Ranjit (Ron) Phillip.
- b. Dean for College of Health and Human Development
The committee met on May 5, 2022, and has decided to meet with the Provost to discuss the requested MVA changes. S. Macauley will provide an update next week.

7. Updates on Section 600 Decisions, Approvals, Inquiries- No updates

8. Update on Adoption of Policy Recommendations

- a. 645.4 Periodic Review of Tenured Faculty – First reading in Senate May 5, 2022
- b. 622.6.5 Appointment of Acting Department Chairs -- First reading in Senate May 5, 2022
- c. 621.4.2b Lecturer Evaluations – Approved by Senate May 5, 2022
- d. 612.2.3 – Dual Service – First reading in Senate May 5, 2022; revisions needed
- e. 604.2 Professional Responsibility – Textbooks - First reading in Senate May 5, 2022

9. Department and College Personnel Procedures – No updates

10. Faculty Hiring Toolkit (Sylvia Macauley)

S. Macauley responded to various questions addressed by PP&R members. Wording revisions were discussed. Final changes will be proposed at the next meeting and a vote is anticipated at that time.

11. Standard Operating Procedures (PP&R Bylaws)

P. Roller discussed and presented revised changes to the Bylaws. PP&R members discussed and added item #10 “*Initiates the election of the new PP&R Chair during the final meeting of the academic year according to bylaws of the faculty*” under “Functions of the PP&R Chair.”

MSP: The committee voted to approve the Bylaws.

12. Adjournment - The meeting adjourned at 3:34 pm. The next meeting is scheduled for 1:00 pm May 18, 2022.