

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING October 3, 2018 APPROVED BY COMMITTEE October 17, 2018  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Vicki Ebin, Maria Rosa Garcia-Acevedo, Lynn Lampert, Kenneth Lee, Lesley Krane, David Moguel, Sean Murray, Rosa RiVera-Furumoto, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: None

Visitors: Edward Alfano, Michael Neubauer

Staff Present: Sheila Grant, Executive Secretary Designee, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Wiegley called the meeting to order at 1:23 p.m.

2. Approval of Minutes for September 5, 2018

The Committee reviewed the minutes for September 5, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting September 5, 2018 be approved as amended pending recommended changes.

Passed unanimously.

3. Announcements

None.

4. Distribution of Section 600 and Section 700 Manuals

The Committee received hard copies of the Section 600 and Section 700 2018-19 *Administrative Manuals*.

5. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Wiegley and Schmidt Levy updated the committee that candidates have been selected for on-campus interviews. The schedule of on-campus interviews is being coordinated and will be distributed widely when available.

B. Dean, Michael D. Eisner College of Education

No update.

6. **Time Certain (1:30PM) Alfano, Edward, et al Concerns with recent changes to Section 622.6.2.c. & d.**

Edward Alfano met with the Committee to discuss his concerns with the revised Section 622.6.2.c. & d. Specifically, his concerns were about the recent change in policy where the search and screen committees make a recommendation in the previous version but now is modified to the committee providing an “advisory vote,” which he sees as a major change. He felt this change made the search and screen committees’ role less weighty than a recommendation, and that the change to the advisory ballot weakens faculty responsibility in running the department. Wiegley and other committee members clarified the intention behind the changes, and that the final language was decided upon with repeated consultation with Senate Executive Committee and first and seconding readings in the Faculty Senate. Alfano will bring suggested changes for consideration back to the Committee at a future date.

7. **Time Certain (2:00PM) EEC/Michael Neubauer Student Evaluations of Faculty Teaching**

Michael Neubauer representing the Educational Equity Committee (EEC) met with the Committee to discuss bias involved in student evaluation questions. According to Neubauer, research shows that the evaluations are biased against women and minority faculty. The student evaluations play an important role in the RTP process. The EEC is also talking to California Faculty Association (CFA) with Ivor Weiner and Nate Thomas. Neubauer is bringing this issue to PPR to see if the Committee is willing to raise awareness of this issue. The goal is to create an instrument that does not lead to bias. The Committee wants to find how questions are biased on the Wilson instrument and see if the questions can be improved. After discussion, Neubauer will share with the Committee research that highlights bias in student evaluations.

8. **Review of Procedures for Search and Screen Committees for Full-Time Faculty Positions 2018-19**

The Committee suggested changes to the search and screen manual.

9. **Review of Procedures for Search and Screen Committees for Academic-Administrative Positions 2018-19**

The Committee suggested changes to the search and screen manual. After discussion, the Committee acted on the following motion:

**MSP:** That the two search and screen manuals be approved pending revisions Whiting will integrate with feedback from Committee. Feedback from the Committee is due to Whiting by this Friday evening.

Approved.

10. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Staffing for Vice President Five-Year Review Committee (Result reported to Jill Smith, Chief of Staff)
  - i. Colin Donahue, Vice President for Administration and Finance
  - ii. Rob Gunsalus, Vice President for Advancement

According to Section 600, the Chair of PP&R or a designee is to serve on the Five-Year Review Committee for Vice Presidents. After discussion, Jeff Wiegley will serve on both Committees.

11. Review of FAQs about Professional Information Files (PIFs) from the Personnel Planning and Review Committee

The Committee reviewed the FAQs about Professional Information Files (PIFs) from the Personnel Planning and Review Committee. Carvajal shared with the Committee that this document has been shared with Lecturers needing guidance on preparing PIFs for applying for range elevations. Murray will add in e-PIF reference in the document. After discussion, the Committee acted on the following motion:

**MSP:** To approve the FAQs about Professional Information Files (PIFs) from the Personnel Planning and Review Committee document pending Murray's changes.

Approved.

Stein volunteered to adopt this document to make a PIF FAQ for Lecturers.

12. Other/New Business

Wiegley and other members reported that the following personnel procedures will be submitted by departments, and a liaison from PP&R will need to be assigned:

Tenure-Track Procedures

Criminology & Justice Studies

Electrical Engineering

Manufacturing Systems Engineering Management

Lecturer Procedures

University Counseling

Sociology

13. Adjournment

The meeting was adjourned at 4:40 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on October 17, 2018 in UN 277. All remaining agenda items are postponed until the October 17, 2018 meeting.