

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 24, 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: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Michael Neubauer, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Jeffrey Auerbach, Pat Alford-Keating, Tamarah Ashton, Debi Choudhary, Michael Hoggan

Members Absent:

Staff Present: Diane Guido, Executive Secretary & Megan Dozier, Recording Secretary

Staff Absent: None

Guest: Jeff Wiegley

1. Chair called the meeting to order 1:02pm.
2. Approval of Minutes from November 10, 2021
MSP: Approval of the minutes.
3. Announcements
PP&R Spring meeting schedule
The committee agreed to a revision of the Spring meeting schedule to mirror last year's schedule. The revised schedule will be sent to PP&R members.
4. Update on Section 600 Searches
 - a. Dean for College of Humanities – Applications are due January 30, 2022
 - b. Vice President of Information Technology – Applications are due February 24, 2022
5. Updates on Section 600 Decisions, Approvals, Inquiries
 - a. Section 70x – Professional Responsibility for Lecturers
MSP: The committee reviewed a proposed new section to be added to Section 700, patterned after Section 604. The new section was approved to go to Senate Exec in the new year.
 - b. 606.1.b.1 – Deadline for submitting material to PIF
The committee will work on the policy to establish a deadline for submitting materials to PIF.
 - c. 634 – Consultation
The committee agreed that since this particular policy is discussed in detail in Section 613, the proposed changes are not essential. They decided to withdraw the changes from further consideration.
 - d. Guidelines for CPC/DPC Elections
No update at this time. This will be ready for the next meeting.

- e. 620-621 Faculty Recruiting Edits – Suggestions for change were considered. No action taken.
- f. 703.2.3.f – Access to Lecturer PAF
MSP: The committee reviewed a new section to be inserted as 703.2.3.f, patterned after 606.2.3.e regarding access to PAF. The section was approved to go to Senate Exec in the new year. It would be inserted as a new “f” and the subsequent lettered entries will be changed.
- g. 622.6.5 –
 Volunteers for reviewing this policy were identified and the sub-committee will work on this policy for the next meeting.
- h. 622.ff – Evaluation Tool for Associate Dean and Counting Interim Year
 To follow-up on requests made by Senators during the recent review of this policy, volunteers for reviewing this policy were identified and the sub-committee will work on this policy for the next meeting.

6. Update on Adoption of Policy Recommendations

- a. 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans)
 Review of new administrators after 3 years –Senate had a second reading of this policy on 11/18/21 and returned it to PP&R for additional consideration about the frequency of reviews of administrators. A sub-committee of PP&R will further consider the issues.
- b. 606.1.2 Personnel Action File – Approved by Senate on 11/18/21.
- c. 703.1.2 Authorized Personnel Files - Approved by Senate on 11/18/21.
- d. 707 Written Comments about Lecturers - Approved by Senate on 11/18/21.
- e. 621.4.2b Lecturer Evaluations - Senate had a second reading on 11/18/21 and returned it to PP&R for additional consideration about where to place the DEI sentence and the timeline for evaluations of full-time lecturers. A sub-committee of PP&R will further consider the issues.

7. Department and College Personnel Procedures

None were reviewed.

8. Standard Operating Procedures (PP&R Bylaws)

A sub-committee was established to review the document and bring final edits to the next meeting.

9. Quality of Scholarly Publications

<https://docs.google.com/document/d/1H9cODiGTh-QIJ5KDOZ-41RW4XgC-O3pRtyL4RJDIG34/edit>

The committee will finalize the document and have this ready for a vote at the next meeting.

10. Other/New Business

The committee discussed the email exchange and vote that took place earlier this week regarding sabbatical applications that were unintentionally overlooked by the CPC in CECS and CSBS. The committee voted by email to allow the CPC for both colleges an extended deadline; they will need to rescind their original letters to sabbatical applicants and review all applications again. The new

AdobeSign process was discussed and Faculty Affairs pledged to more closely monitor the process in the future so that all applications are reviewed on a timely basis.

11. The meeting adjourned at 3:20 pm. The next meeting is scheduled for 1:00 pm December 8, 2021 via Zoom.