

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 28, 2018 APPROVED BY COMMITTEE January 23, 2019

Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

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

Members Absent: Kenneth Lee, Judy Schmidt-Levy

Visitors: Stella Thoudoulou

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 1:31 p.m.

2. Approval of Minutes for November 14, 2018

The Committee reviewed the minutes for November 14, 2018. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting November 14, 2018 be approved as amended pending revisions.

Passed.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Wiegley shared with the Committee that there are no updates since the last meeting.

B. Dean, Michael D. Eisner College of Education

Theodoulou shared with the Committee that the search will be conducted with a search firm.

- C. PP&R nominations for Director of Equity and Diversity Search and Screen committee, two members per 622.3.2.a.

RiVera-Furumoto nominated herself to serve on the Search and Screen Committee for the Director of Equity and Diversity. The Committee agreed to offer the Educational Equity Committee (EEC) a chance to have one of their members serve on the search committee should someone be interested in serving. A formal vote on the two members will be done once a response from the EEC has been received.

5. Updates on Section 600 Decisions, Approvals, Inquiries

- A. Request from University Counseling Services DPC for extension on deadline to submit department personnel procedures

The Committee reviewed a request from the University Counseling Services DPC for an extension to the deadline to submit department personnel procedures. After discussion, the Committee acted on the following motion:

**MSP:** To approve the deadline from Dec. 17 to January 17, 2019 for the University Counseling Services department to submit their personnel procedures to the PPR.

Approved.

6. Meeting with Stella Theodoulou for Dean of the College of Engineering and Computer Science search

Interim Provost Stella Theodoulou met with the Committee to discuss the permanent position for Dean of the College of Engineering and Computer Science. The Management Vacancy Announcement (MVA) and the Job Description for the position were reviewed. The Committee made suggestions for revisions to the document. After discussion, the Committee acted on the following motion:

**MSP:** That the search for the Dean of the College of Engineering and Computer Science position be approved.

Approved.

The Committee also discussed who would serve as representative of the Committee on this search and screen committee per Section 622.4. After discussion, the Committee acted on the following motion:

**MSP:** Wiegley serve as PP&R representative on the search and screen committee for the Dean of the College of Engineering and Computer Science.

Approved.

7. Review of Draft Emeritus Nomination form

The Committee reviewed the draft emeritus nomination form for nominations to be received Spring 2019. The Committee made revisions to the form. After discussion, the Committee acted on the following motion:

**MSP:** That the Emeritus nomination form as amended be approved.

Approved.

8. Department and College Personnel Procedures

Committee members gave updates on their progress in communicating with their assigned departments and colleges.

A. Liaison for David Nazarian College of Business and Economics (DNCBE) college personnel procedures

Garcia-Acevedo volunteered to be liaison to the DNCBE college, if they choose to submit personnel procedures.

B. Review of Arts, Media, and Communication (AMC) college personnel procedures

The Committee reviewed the college personnel procedures for the Arts, Media, and Communication college. After discussion, the Committee acted on the following motion:

**MSP:** That the AMC college personnel procedures be approved with editorial changes.

Approved.

9. Updates on Pending Matters

A. Section 600/700 Subcommittee

Lampert informed the Committee that changes to the Emeritus procedure in Section 600 are being worked on and will be presented to the whole committee soon. Murray updated that GRIF procedure changes are being worked on as well.

B. Standard Operational Procedures (SOP) Subcommittee

No update.

10. Other/New Business

Murray proposed to the Committee to consider revising the calendar of personnel procedures to have the campus do all RTP reviews in the Fall semester, instead of spread out with 2nd year faculty reviewed in the Fall and 3-6 year and promotion faculty in the Spring. Murray asked the members to contact their college personnel committees, Deans, and departments to see what they think about this change. Murray will provide members a paragraph explaining the proposal for the committee members to use.

11. Adjournment

The meeting was adjourned at 3:49 pm. The next meeting of the Committee is scheduled for 1:15 p.m. on December 12, 2018 in Santa Susana Hall, room 108.