

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 4, 2019 APPROVED BY COMMITTEE December 11, 2019  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Lesley Krane, Lynn Lampert, Kenneth Lee, David Moguel, Sean Murray, Rosa RiVera-Furumoto, Judy Schmidt-Levy, Mary-Pat Stein, Veda Ward, Jeff Wiegley

Members Absent: Dennis Halcoussis

Visitors: Dean of Tseng College Joyce Feucht-Haviar

Staff Present: James Mackin, Executive Secretary, Beth Virani, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:20 p.m.

2. Approval of Minutes for November 13, 2019

The Committee reviewed the minutes for November 13, 2019. The Committee acted on the following motion:

**MSP:** That the minutes of the November 13, 2019 meeting be approved.

3. Announcements

a. Potluck at next meeting December 11, 2019

b. Provost will attend December 11, 2019 PP&R Meeting (time certain 2:30pm) to discuss the relationship between Promotion and Tenure.

c. New election was conducted for PP&R Representative from David Nazarian College of Business and Economics. Nina Golden will no longer be the representative. She has been replaced by Dennis Halcoussis who will join the Committee in January 2020 due to prior commitments.

d. Jim Mackin offered his apology for the Sabbatical allocation situation and thanked the Committee for its support in dealing with that issue. The new procedures have been documented and are being followed.

4. Updates on Section 600 Searches

a. **AVP for Faculty Affairs** – Report from Judy Schmidt-Levy: Committee met on Zoom. Student member was not present. Committee is scheduling Zoom interviews with as many as 10 individuals in the early spring semester. Candidates have a wide range of experience, but few have experience in the Faculty Affairs role. Provost would like to participate in the evaluation process. Procedural questions about the Provost's role will be discussed with HR.

b. **AVP Research and Sponsored Programs** – No updates. Committee will meet 12/11/19.

c. **AVP Student Access and Support Services** – No updates.

d. **Vice Provost** – Charge meeting is set for end of January, 2020.

- e. **Dean of Humanities** – One member of PP&R is needed on this Search Committee. Departments already represented include Chicano/a Studies, Asian American Studies, Gender and Women’s Studies. PP&R Committee Member Maria Rosa Garcia-Acevedo (Political Science) volunteered today to be on this committee.
  - f. **AVP Student Success** – Candidate interviews are in process. This Search Committee has no PP&R representation. Mary-Pat Stein will ask Search Committee member Kim Henige to keep her updated.
  - g. **Announcement item: CSUN President** – Mary-Pat Stein asked if any Committee member wants to be on the Search Committee for the President’s position. Interviews will be conducted in the end of April 2020. Interviews will be private and off campus. The CSU Board of Trustees will select the new President.
5. Tseng College Dean Feucht-Haviar Presented the MVA for Associate Dean for Tseng College This MVA had been uploaded to Box previous to this meeting. The Dean stated that the College is seeking an Associate Dean who is an innovative, creative, and forward-thinking individual with an excellent grasp of rising technology and the increasingly international nature of the College’s students. Candidate selection will probably not be complete by the end of the Spring 2020, but hopefully will be completed by the end of Summer 2020. This will be a national search. Luiz Mendes (Library) and Rosa Angulo Barroso (PP&R Committee) will serve on the Search Committee for this position.

MSP: that the MVA Search be approved.

6. Updates on Section 600 Decisions, Approvals, Inquiries
- a. Recent inquiries, actions (From Chair)
    - i. Postponements due to various technical issues with Interfolio.
    - ii. Consultation policy inquiries – three departments asking for more clarifications
    - iii. Chief Diversity Officer Natalie Mason-Kinsey & Chair reviewed and approved MVA for Interim Information Technology Vice President position.
    - iv. Veda Ward had an inquiry from faculty members having problems printing docs from their own ePIFs on Interfolio. James Mackin referred these inquiries to Albert Alcazar in Faculty Affairs at x2962.
    - v. Inquiry was made from a Department Chair to Judy Schmidt-Levy regarding the acceptability of posting faculty peer teaching evaluations to a private Box folder. The Committee agreed that this would not be appropriate. Judy will re-evaluate her answer to the Department Chair.
  - b. Continued Discussion Regarding Election of CPC in the Department of Kinesiology
    - i. Chair had new input from Kinesiology Department Chair Dino Vrongistinos. Committee revisited the election facts and decided that the motion made and seconded at the 11/13/19 committee meeting will stand. College will need to hold a new election for the College Personnel Committee. There was discussion regarding the necessity of rewriting Section 600 to clarify voting procedures so that they will be uniform across the university. In continued discussion, a suggestion was made that should such election issues arise in the future, perhaps PP&R could create a fact-finding committee be appointed as soon as an issue arises. Chair took major responsibility for the length of this current evaluation. She said she did not at first see the bigger picture.
7. Department and College Personnel Procedures
- a. Update on Department and College Personnel Procedures – Chair asked committee liaisons to follow up on their assigned departments’ progress and assist in facilitating timely submissions.
  - b. Develop timeline for reviewing procedures – No update.

8. Discuss Community Engagement Proposal
  - a. Materials for review had been posted to Box prior to the meeting.
  - b. Some departments have issues with faculty community engagement/services being less valued than faculty publications or other faculty activities. Is this discussion the purview of PP&R? Should Section 600 reflect an increased value attached to Community Engagement? The hesitation is that one size does not fit all.

**MSP:** To include the phrase “including service-learning or community-based learning,” in Section 632.3 Part 3. Faculty Activities as follows:

**632.3 Teaching Effectiveness and Direct Instructional Contributions; Effectiveness in Librarianship; Effectiveness in Counseling.**

1. The University Standard.

The University standard requires that the individual continue to make contributions to the instructional mission of the University. Instructional contributions are made primarily through teaching, and teaching effectiveness is an essential criterion for retention, for tenure, and for promotion to any rank. While no other contributions or service can substitute for effective teaching, activities that directly advance instruction in additional ways are also recognized as instructional contributions.

2. Teaching Effectiveness.

Teaching effectiveness refers to the instructor's success in providing learning experiences well designed to achieve the educational objectives of classroom instruction, student laboratories, and individual student projects, research, and field work. Evaluation of teaching effectiveness is based upon procedures established by the Department (see Section 612.5.2.c.(1)-(3)).

3. Faculty Activities.

Faculty who undertake activities that make substantial contributions to their courses beyond what is normally evaluated as teaching effectiveness, or who engage in activities that contribute to instruction beyond the limits of their classes, shall be given appropriate positive recognition.

Examples of such instructional contributions include, but are not limited to, the following: development of effective instructional materials, teaching strategies **including service-learning or community-based learning**, or other pedagogical improvements, especially when these are useful to other instructors and their students; dissemination (through workshops, seminars, conferences, or publications) of information, materials, or skills designed to sustain or improve teaching effectiveness; development and/or execution of programs designed to assist the teaching efforts of other faculty, for example, training programs for new faculty or teaching assistants; development of unusually clear educational objectives and of the testing instruments to measure their achievement, when these are helpful to the Department or University.

As part of their personnel procedures, Departments may identify additional types of contributions that warrant special recognition for advancing their instructional efforts.

**MSP:** Remainder of discussion tabled until January 2020

9. Standard Operational Procedures (PP&R bylaws) – Lynn Lampert and Sean Murray are still working on this. Chair suggests developing flow charts for PP&R procedures.

10. Electronic Professional Information Files Update, Feedback from Colleges – No updates
11. Updates on Pending matters for 2019-20 AY
  - a. Section 600/700 Subcommittee – No updates
12. Other/New Business - None
13. Adjournment 4:15pm.