

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 20, 2019 APPROVED BY COMMITTEE March 6, 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, Lesley Krane, Lynn Lampert, Kenneth Lee, David Moguel, Rosa RiVera-Furumoto, Sean Murray, David Russell, Judy Schmidt-Levy, Mary-Pat Stein, William Whiting, Jeff Wiegley

Members Absent: Vicki Ebin

Visitors: Mike Kabo

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 1:15 p.m.

2. Approval of Minutes for February 6, 2019

The Committee reviewed the minutes for February 6, 2019. The Committee acted on the following motion:

MSP: That the minutes of the meeting February 6, 2019 be approved as amended pending revisions.

Passed.

3. Announcements

None.

4. Updates on Section 600 Searches

A. Provost and Vice President for Academic Affairs

Schmidt-Levy shared with the Committee that the search is progressing. Candidates are being identified to invite for on-campus interviews.

B. Dean, Michael D. Eisner College of Education

No update.

C. Dean, College of Engineering and Computer Science

Wiegley shared with the Committee the progress on the search.

5. Updates on Section 600 Decisions, Approvals, Inquiries

A. Inquiry for revision to Section 650.2 Faculty Early Retirement Program

Wiegley shared with the Committee an inquiry and request for revision to Section 650.2 Faculty Early Retirement Program. The suggested revision was the following:

650.2 Faculty Early Retirement Program.

The policies and procedures covering aspects of the Faculty Early Retirement Program (FERP) are subject to change as the Collective Bargaining Agreement is re-negotiated. For the most updated information, contact the Office of Faculty Affairs (677-2962), and see the current contract at the following website:

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2014-2017/

Faculty members who participate in the Faculty Early Retirement Program will have the option of teaching full-time during one semester of each succeeding year and receive half an annual salary based on the rank and step they held at retirement or teaching half-time each semester and receive 50 percent of an annual salary based on the rank and step they held at retirement. During the semester of ~~full-time~~ FERP service, the faculty member will be expected to fulfill normal obligations, including teaching, advisement, committee service, and other instructionally related assignments which would be required if the faculty member had not retired.

The Committee asked Grant to inquire with the Chancellor's Office on FERP regulations. Discussion will continue at next meeting when information from the Chancellor's Office is reported.

B. Inquiry for clarification of RTP requirements for Department of Health Sciences in relation to the college personnel procedures

An inquiry was received from the Health Sciences department on a difference in the department's personnel procedures on contributions to the field of study criteria versus the college personnel procedures. The Health Sciences department personnel procedure says that a publication will count twice, however the college personnel procedure says that a publication can count twice if the faculty member justifies the involvement.

After discussion, the Committee acted on the following motion:

MSP: Motion that the faculty need to meet the existing approved standards of both department and college personnel procedure documents.

Approved.

6. Composition of College of Engineering and Computer Science Dean Search Committee, Mike Kabo

Mike Kabo, Chair of the Department of Mechanical Engineering, met with the Committee to bring forward concerns of the composition of the search and screen committee for the Dean of College of Engineering and Computer Science (CECS). His main concern was that the PP&R representative is from the same college (CECS). In the past, all PP&R reps elected to serve on Dean searches have been from a different college. Kabo also emphasized that three members on the search committee are from the same department, Computer Science. After discussion, the Committee acted on the following motion:

MSP: To vote to interpret Section 622.4.a as only applying to the college election.

Approved.

The Committee decided to not make a change to the previously elected PP&R representative for the search committee.

The Committee will review Section 622.4.b for further clarification.

7. **Executive Session:** Provost update on Second Year Retention, Tenure and Promotion

Interim Provost Stella Theodoulou met with the Committee to update on the reviews of 2nd Year tenure-track faculty members.

8. Exception Service to Students Awards

The subcommittee (Lampert, Garcia-Acevedo, and Ebin) updated the Committee on its progress on updating the application form and procedures document to be distributed to the campus. The committee reviewed the updated form. The procedures document will be updated to reflect the application deadline and timeline for the Committee to respond to the applicants. The application deadline proposed is March 29, 2019. The subcommittee will also review the applications, and select recipients. After discussion, the Committee acted on the following motion:

MSP: To approve the application form and procedures document with the proposed deadline for the Exceptional Service to Students Awards for use in 2019-20 AY.

An announcement will be sent to the campus community for the awards.

9. Limitation and Definition of “publication”

The Committee discussed making clarifications to the definition of “publication” moving forward.

Items 10 and 11 were postponed until the following meeting.

10. Department and College Personnel Procedures

- A. Marketing (Lampert)
- B. Special Education (Lee)
- C. Urban Studies and Planning (Russell)
- D. Management (Whiting)
- E. MSEM (Wiegley)
- F. Systems and Operations Management (Moguel)
- G. Modern & Classical Languages & Literatures (Krane)

11. Updates on Pending Matters

- A. Section 600/700 Subcommittee
- B. Standard Operational Procedures (SOP) Subcommittee

12. Other/New Business

- A. Extension request for College of Social and Behavioral Sciences for College Personnel Committee

Wiegley updated the Committee that a request was received from the College Personnel Committee of the College of Social and Behavioral Sciences for an extension to the March 1st RTP deadline of making RTP recommendation letters available to candidates. The extension request is for one extra week from March 1st to March 8th. Both the Dean and Provost are agreeable to the extension request. After discussion, the Committee acted on the following motion:

MPS: To approve the one week extension for the College Personnel Committee of Social and Behavioral Sciences from March 1st to March 8th to make their RTP recommendation letters available to the candidates.

Approved.

- B. Extension request for Family and Consumer Sciences RTP extension request

Wiegley updated the Committee that a request was received from the Family and Consumer Sciences Department Personnel Committee to grant an additional extension to revise a recommendation letter for a candidate who submitted a rebuttal letter, and therefore the recommendation letter is to be revised. After discussion, the Committee acted on the following motion:

MSP: To approve the extension to Family and Consumer Sciences Department Personnel Committee of one week from February 22 to March 1 to revise RTP letter for one candidate, contingent on hearing from Provost and Dean approving the extension.

Approved.

C. Deaf Studies Department request to meet with Committee

Wiegley updated the Committee that he received a request from the Deaf Studies department that they would like to come to meet with the Committee about their department's personnel procedures. After discussion, RiVera-Furumoto, Schmidt-Levy and Wiegley will meet with the Deaf Studies department before meeting with the Committee.

13. Adjournment

The meeting was adjourned at 4:50 pm. The next meeting of the Committee is scheduled for 1:00 p.m. on March 6, 2019 in University Hall, room 277.