

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING February 5, 2020 APPROVED BY COMMITTEE Feb. 19, 2020
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Kenneth Lee, Sean Murray, Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Lynn Lampert, Judy Schmidt-Levy, Jeff Wiegley, David Moguel

Members Absent: Mary-Pat Stein, Rosa RiVera-Furumoto, Veda Ward.

Staff Present: James Mackin, Executive Secretary, Recording Secretary

Staff Absent: None

1. Chair called the meeting to order at 1:21pm

2. Introductions

No introductions are necessary.

3. Approval of Minutes for January 22, 2020

The Committee reviewed the minutes for January 22, 2020. The Committee acted on the following motion:

MSP: That the minutes of the January 22, 2020 meeting be approved.

4. Updates on Section 600 Searches

- a. AVP for Faculty Affairs – Zoom interviews have been completed and the Provost is in the process of inviting candidates to campus.
- b. AVP Research and Sponsored Programs – No updates.
- c. AVP Student Access and Support Services – No updates.
- d. Vice Provost Search & Screen Committee – Charge meeting was held on January 31, 2020. The MVA has been completed and advertisements will be sent out soon.
- e. Dean of Humanities – Charge meeting was held on January 27, 2020. A calendar for meetings has been determined.
- f. Associate Dean for Tseng College of Extended Learning – Charge meeting was held on January 31, 2020. Advertisements have gone out and the committee is waiting for applications to come in.

5. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Update on inquiry from Kinesiology Dept re: election of CPC
A new election is in process.
- b. Request for extension of RTP deadline of department level review for Central American Studies
There was a misunderstanding regarding the terms of a settlement, which caused submission of a PIF to be delayed. An extension of a week was requested.
- c. Theatre Department is turning in their procedure documents late due to last-minute changes. The dean is aware of the delay.
- d. Library election procedure

There was confusion regarding the weighting of votes, which is included in the department procedures. The election is being redone using the department process.

6. Department and College Personnel Procedures

- a. Update on Department and College Personnel Procedures
 - i. History: Judy Schmidt-Levy advised the department regarding the appropriateness of their RTP procedures. They are working on changes to the procedures.
 - ii. Lynn Lampert is working with Finance, Financial Planning, and Insurance Department on their procedures.
 - iii. Jeff Wiegley is working with the Liberal Studies program on revising their procedures.
 - iv. Jeff Wiegley is working with the Recreation and Tourism Management Department on revising their procedures.
 - v. Counseling is working on a post-tenure review process. They have never had one.
 - vi. Computer Science is working on a post-tenure review process.
 - vii. Social Work is not submitting an RTP procedures document. It would have been an early review.
- b. Develop timeline for reviewing procedures – no updates.
- c. Review of Kinesiology Department Personnel Procedures, Lecturer, Tenure Track, Post Tenure Review.

The Committee reviewed the tenure track personnel policies and procedures. David Moguel led the review process.

After discussion, the Committee acted on the following motion:

MSP: Approve the Kinesiology Department Tenure Track Personnel Procedures with editorial changes.

The Committee reviewed the lecturer personnel policies and procedures. David Moguel led the review process.

After discussion, the Committee acted on the following motion:

MSP: Approve the Kinesiology Department Lecturer Personnel Procedures with editorial changes.

There was some discussion that followed on the Class Visit/Observation Form regarding the rating scale. The suggestion will be made to the department to change the wording under the ratings as follows: 1: unacceptable, 2: weak, and 3: needs improvement.

7. Standard Operational Procedures (PP&R bylaws) – No updates.
8. Updates on Pending matters for 2019-20 AY – No updates.
9. Other/New Business – no other/new business.
10. The meeting was adjourned at 2:58pm.