

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 16, 2020 APPROVED BY COMMITTEE September 30, 2020

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, Maria Rosa Garcia-Acevedo,
Dennis Halcoussis, Lesley Krane, David Moguel, Michael Neubauer, Judy
Schmidt-Levy, Mary-Pat Stein, Dino Vrongistinos, Veda Ward

Members Absent: Kenneth Lee

Visitors:

Staff Present: Diane Guido, Executive Secretary, Carmen Lichtscheidl, Recording Secretary

Staff Absent: None

1. Call to Order

Mary-Pat Stein called the meeting to order at 1:00 p.m.

2. Approval of Minutes for September 2, 2020

A call was made to approve the minutes of September 2, 2020. The Committee acted on the following motion:

MSP: Approval of the September 2, 2020 meeting minutes.

3. Announcements

a. RTP Roadshow Schedule

- i. Guido reminded committee that schedule is posted in Box, as well as to share with departments as needed. First roadshow is September 17, 2020.

b. Interfolio Preparation for RTP Review

- i. Guido shared update on information being requested from faculty members going through the RTP process to determine which type of review they will be reviewed under. A Google Form will be sent by Faculty Affairs to said faculty so that they may indicate their choice.

4. Updates on Section 600 Searches

a. Vice Provost – Taking place in Spring 2021

- b. Dean of College of Humanities – Discussion taking place in Academic Council to proceed or postpone search.

- c. Associate Dean for Tseng College – No update
- d. AVP Research and Sponsored Programs – No update
- e. AVP for Student Access and Support Services – No update

5. Updates on Section 600 Decisions, Approvals, Inquiries

- a. RTP Decision Letters Electronic
 - i. PP&R discussed the need for RTP decision letters to be delivered in electronic format this academic year.

MSP: Approval of the resolution that, due to the COVID pandemic and the remote operation of campus, all RTP recommendation letters (Chair, DPC, CPC, Dean, Provost) for AY 2020-2021 will be provided in electronic format. Hard copies may be requested.

6. Update on Adoption of Policy Recommendations

- a. Update from Senate Executive Committee for Section 612.3, Voluntary Limits to Service on PP&R Committee (second reading)

7. Department and College Personnel Procedures

- a. Notification of Personnel Procedures up for Review
 - i. Notifications have been sent out to every department that has personnel procedures slated for review
 - ii. PP&R subcommittees will communicate with departments and provide assistance

8. Standard Operational Procedures (PP&R Bylaws)

- a. Subcommittee met and agreed on a path to get started. Subcommittee will provide information to discuss and receive feedback at next PP&R meeting.

9. PP&R Designee to Senate

- a. Committee nominated Judy Schmidt-Levy to represent PP&R as its designee at Faculty Senate meetings.

MSP: Approval of the nomination of Judy Schmidt-Levy to serve as designee to Faculty Senate.

10. Emeriti

The Committee discussed the process for accepting and processing emeritus nominations during an additional cycle in the Fall 2020 term. Faculty Affairs will work on a timeline and present to PP&R for discussion and approval at next meeting.

11. Other/New Business

a. DPCs and CPCs

In response to several concerns raised over time, PP&R will examine the current College and Department procedures for selection of DPC and CPC members. A subcommittee was formed to further discuss this topic.

b. Fall Peer Class Visits

Committee discussed whether peer class visits can be done in the Spring term in addition to the Fall term. It was agreed that there is no prohibition to doing so and Spring evaluations could be conducted at the department's discretion, though they would be included in the subsequent year's RTP review. It was noted that Spring reviews are not practical for 2nd year faculty who go through the RTP process in late Fall of their second year and who need a Fall review in their file to give faculty candidates the best chance at retention.

14. Adjournment

The meeting was adjourned at 2:02pm. The next meeting of the Committee is scheduled for 1:00 p.m. on September 30, 2020 via Zoom.