

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 18, 2019 APPROVED BY COMMITTEE October 2, 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, Nina Golden, Lesley Krane,
Lynn Lampert, Kenneth Lee, David Moguel, Rosa RiVera-Furumoto,
Sean Murray, Judy Schmidt-Levy, Mary-Pat Stein, Veda Ward, Jeff Wiegley

Members Absent: None

Visitors: None

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

Staff Absent: None

1. Call to Order

Judy Schmidt-Levy called the meeting to order at 1:15 p.m.

2. Approval of Minutes for September 4, 2019

A call was made to approve the minutes for September 4, 2019. After discussion, the Committee acted on the following motion:

MSP: That the minutes of the September 4, 2019 meeting be approved as amended.

3. Announcements

- a. Chair introduced Beth Virani as the new Recording Secretary for the Committee.
- b. Manual of Procedures for Search and Screen, Full Time Faculty and Academic Administrative Positions were distributed to all Committee members.
- c. RTP Road Shows schedule was reviewed as it exists in the PP&R Box folder as of 9/18/19.

4. Updates on Section 600 Searches

- a. Dean of Michael D. Eisner College of Education – Mary-Pat Stein reported that 18 interviews are scheduled in the next two weeks.
- b. Dean of College of Humanities – Search will be done in Spring 2020.
- c. AVP for Faculty Affairs – Committee will meet Monday 9/30/19 for charge meeting.
- d. AVP Research and Sponsored Programs – Per Chair, four professors had expressed interest in serving on the search committee for this position. Committee took a paper vote and elected Li Liu (Computer Science) and Richard Heermance (Geological Sciences.)

- e. AVP for Student Access and Support Services – Veda Ward will serve on search committee. Christina Mayberry (Library) has also offered to serve.
MSP: That Veda Ward and Christina Mayberry serve on the search committee for AVP for Student Access and Support Services.

5. Updates on Section 600 Decisions, Approvals, Inquiries

Committee discussed the following inquiries:

- a. Verbal inquiry to Faculty Affairs from EOH Chair, 612.5.2.c.(2). Procedures for Evaluating Teaching Effectiveness, timing of peer class visits, only limited to Fall?
- b. Inquiry to Chair regarding search for Dean of Michael D. Eisner College of Education, Search and Screen Manual for Academic Administrative Positions – Discussion that search must go by the manual.
- c. Inquiry from Faculty Senate President to Committee - Section 622.4.1 Dean Search and Screen Committee Composition
MSP: To table this item until the next meeting.

6. Update on Adoption of Policy Recommendations

- a. Update from Senate Executive Committee for Section 622.3.1.a, Academic Administrative Employees proposal –
MSP: To accept the recommendation of SEC (see email dated 9/17/19) - (Section 622.3B) Assistant VP of Grad Studies needs to be added to “Vice Provosts...” - Proposed policy change will be presented to Faculty Senate at 9/26/19 meeting.

Proposed policy or catalog copy:

622.3 Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

1. This section deals with the appointment and evaluation of the following positions:

- a. Academic-Administrative Employees. Management positions reporting directly to the Provost and Vice President for Academic Affairs including the following positions and any positions serving equivalent functions:

Vice Provost
Associate Vice Presidents
Dean, Extended Learning
Director, Educational Opportunity Program (EOP)

7. Department and College Personnel Procedures

- a. Creation of Subcommittees to Review Department and College Personnel Procedures – After discussion, consensus was reached on committee leads.

Subcommittees for Review of Department Personnel Policies and Procedures			
College	Department	Lead	Members
MCCAMC	Cinema and Television Arts	Rosa RiVera Furumoto	Kenneth Lee Mary-Pat Stein
MCCAMC	Journalism	Lesley Krane	Nina Golden Judy Schmidt-Levy
MCCAMC	Theatre	Sean Murray	David Moguel Veda Ward
DNCBE	Finance, Financial Planning and Insurance	Lynn Lampert	Rosa Angulo-Barroso Maria Rosa Garcia-Acevedo
MDECOE	Educational Leadership and Policy Studies	Maria Rosa Garcia-Acevedo	Rosa Angulo-Barroso Jeff Wiegley
MDECOE	Educational Psychology and Counseling	Kenneth Lee	Lesley Krane Lynn Lampert
HHD	Kinesiology	David Moguel	Sean Murray Veda Ward
HUM	Jewish Studies Program	Sean Murray	Jeff Wiegley Rosa RiVera Furumoto
HUM	Liberal Studies Program	Jeff Wiegley	Judy Schmidt-Levy Mary-Pat Stein
CSBS	History	Judy Schmidt-Levy	Rosa RiVera Furumoto Nina Golden
Post Tenure Review Subcommittees (Draft)			
DNCBE	Finance, Financial Planning and Insurance	Lynn Lampert	Rosa Angulo-Barroso Maria Rosa Garcia-Acevedo
CECS	Computer Science		Nina Golden Lesley Krane Kenneth Lee
HHD	Kinesiology		David Moguel Sean Murray Veda Ward
HHD	Recreation and Tourism Management		Jeff Wiegley

			Rosa Angulo-Barroso
			Maria Rosa Garcia-Acevedo
CSBS	History	Judy Schmidt-Levy	Rosa RiVera Furumoto
			Lynn Lampert
LIB	Collection Access Management Services		Mary-Pat Stein
			Nina Golden
			Lesley Krane
LIB	Research Instruction and Outreach Services		Kenneth Lee
			David Moguel
			Sean Murray
COUN	Counseling Services		Veda Ward
			Rosa RiVera Furumoto
			Mary-Pat Stein

8. Review of PP&R Documents

a. PIF Guidelines

MSP - That Department Personnel Committee and College Personnel Committee should be written out instead of using acronyms DPC and CPC; that Italics should be removed from all questions; that a note should be entered at the end of the document that states “If you have any remaining questions, please contact Faculty Affairs at 818-677-2962.”

b. ePIF Guidelines

MSP - That Department Personnel Committee and College Personnel Committee should be written out instead of using acronyms DPC and CPC; that Italics should be removed from all questions; that a note should be entered at the end of the document that states “If you have any remaining questions, please contact Faculty Affairs at 818-677-2962.”

c. Guidelines for Review of Department and College Personnel Procedures

MSP – That document was approved without revisions.

d. Guidelines for Developing/Revising Personnel Procedures – Committee discussion related to reviewers being unable to post comments to PDFs. Committee requests to add a bullet point reading “All documents must be submitted in Word format, with the exception of cover sheets which require signatures and must be PDFs.” This would be in the “Introductory Notes” (directly under the tables).

MSP – Committee recommends above edits should be put into effect.

- e. Guidelines for Developing/Revising Personnel Procedures – The RTP and PTR procedures should be prepared as separate documents, each requiring their own cover sheet. The cover sheet should include all required signatures and the dates of approval by the department faculty.

MSP – Committee recommends above edits should be put into effect.

9. Search for Associate Dean of College of Engineering and Computer Science

- a. Committee reviewed Management Vacancy Announcement and suggested wording changes in Qualifications Section.

MSP: To approve the search for the Associate Dean of the College of Engineering and Computer Science

10. Standard Operational Procedures (PP&R bylaws)

The Committee discussed using the model of the Education Policy Committee for standard operating procedures. The SOP Subcommittee will consider using this format during their next meeting.

11. Electronic Professional Information Files Update, Feedback from Colleges

Discussion took place in College of Health and Human Development, Mike Curb College of Arts, Communications, and Media, and the College of Engineering and Computer Science regarding the use of ePIFs.

12. Updates on Pending matters for 2019-20 AY

- a. PP&R Annual Report for 2018-19 AY – Annual Report presented for discussion.

MSP: To approve the Annual Report for AY 2018-19

- b. Section 600/700 Subcommittee – Discussion was tabled.

13. Other/New Business

- a. Provost Retention Tenure and Promotion letters for 2019-20 AY – There was discussion of the Provost’s desire to write brief letters for candidates with positive retention, tenure or promotion.

MSP – Committee endorsed Provost’s plan to create shorter letters for RTP.

14. Adjournment

The meeting was adjourned at 4:40pm. The next meeting of the Committee is scheduled for 1:15 p.m. on October 2, 2019 in University Hall, room 277.