

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 30, 2016 APPROVED BY COMMITTEE April 6, 2016  
Sub. to Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, James Decker, Owen Doonan, Sheila Grant, Fermin Herrera, Michael Kabo, Lynn Lampert, Sean Murray, Kathleen Rowlands, Louis Rubino, Judy Schmidt-Levy

Members Absent: Deborah Cours

Guests: Penelope Jennings, Yi Li, Elizabeth Say

Staff: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:18 pm.

2. Approval of Minutes from March 16, 2016

The Committee reviewed the minutes of March 16, 2016. The Committee acted on the following motion:

**MSP:** That the minutes of the meeting of March 16, 2016 be approved.

Passed unanimously.

3. Announcements

Grant announced the passing of Jose Luis Vargas, the Director of the Educational Opportunity Program. Lemus announced that a student-organized candlelight vigil in his honor will be held at 6:45 pm.

4. Updates on Section 600 Searches

A. Dean, College of Health and Human Development

Kabo reported that the search for the Dean of the College of Health and Human Development is progressing with on-campus interviews completed for two candidates.

5. **Executive Session: Meeting with Elizabeth Say to discuss Associate Dean of the College of Humanities Search**

Dean of the College of Humanities, Elizabeth Say, met with the Committee to request approval for the search for the position of the Associate Dean of the College of Humanities, as internal to the CSU. The Committee reviewed the Management Vacancy Announcement and suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the search for the Associate Dean of the College of Humanities be approved as a search internal to the CSU.

Passed unanimously.

6. **Executive Session: Meeting with Provost Yi Li to Discuss Associate Vice President Faculty Affairs Search**

Provost and Vice President for Academic Affairs Yi Li met with the Committee to request approval for the search for the position of the Associate Vice President for Faculty Affairs. The Committee reviewed the Management Vacancy Announcement and suggested changes. After discussion, the Committee acted on the following motion:

**MSP:** That the search for the Associate Vice President for Faculty Affairs be approved.

Passed unanimously.

The Committee discussed the selection of two members to represent PP&R on the Search and Screen Committee for the Associate Vice President for Faculty Affairs. After discussion, the Committee acted on the following motion:

**MSP:** That Sheila Grant and Fermin Herrera serve as the Committee representatives on the Search and Screen Committee for the Associate Vice President for Faculty Affairs.

Passed unanimously.

7. **Update on Section 600 Decisions and Approvals**

The Committee received a request for extension of the deadline for the College-level RTP letters from the Mike Curb College of Arts, Media, and Communication for a faculty member under review in the Department of Music. Grant reported that, based on an email vote of the Committee members, the College Personnel Committee was granted an extension to have its RTP letter to the candidate by Thursday, March 17, 2016 at 5 pm.

8. Request from Africana Studies Related to Composition of the Department Chair Search and Screen Committee

Grant discussed with the Committee a request from the Africana Studies Department for an exception to Section 622.6.2.a.(1), which provides, “Where such a committee cannot be formed, the Dean shall so advise the College Personnel Committee, which shall determine the course of action.” Department of Africana Studies faculty requested that probationary faculty as well as tenured faculty be permitted to serve on the Search and Screen Committee but the College Personnel Committee determined that only tenured faculty would be permitted to serve, and that if there are insufficient tenured faculty in the department to serve, tenured faculty from other departments could serve. After discussion, the Committee acted on the following motion:

**MSP:** That the Department of Africana Studies follow the recommendation of the College Personnel Committee for the College of Social and Behavioral Sciences to determine the composition of the search and screen committee for the Department Chair search, as provided by 622.6.2.a.(1).

Passed 10-0-1.

9. Update on Meeting with the Executive Committee of the Faculty Senate and Discussion of Emeritus Policy

Rubino updated the Committee on the meeting with Executive Committee of the Faculty Senate related to Exceptional Levels of Service to Students Awards. The Executive Committee suggested minor edits to the application form, which were incorporated. Notice of the award and application process was communicated to the campus on Friday, March 18, 2016, and applications are currently being accepted. The deadline for applications is Friday, April 8, 2016.

Grant and Lemus updated the Committee on the discussion with the Executive Committee of the Faculty Senate related to the Emeritus Policy. The Executive Committee approved the proposed policy with a “do pass” recommendation. The policy will go before the Faculty Senate at the next meeting, April 14, 2016.

10. Review of Department and College Personnel Procedures

A. Department of Social Work

The Committee reviewed the Tenure Track personnel procedures from the Department of Social Work. After discussion, the Committee acted on the following motion:

**MSP:** That the tenure-track personnel procedures for the Department of Social Work be approved pending receipt of a clean electronic copy.

Passed unanimously.

B. College of Science and Mathematics

The Committee reviewed the personnel procedures from the College of Science and Mathematics. After discussion, the procedures were referred back to the college for clarification.

C. Post-Tenure Review Procedures from the Department of Biology

The Committee reviewed the Post-Tenure Review procedures from the Department of Biology. After discussion, the Committee acted on the following motion:

**MSP:** That the Post-Tenure Review procedures from the Department of Biology be approved as amended, pending receipt of clean electronic version.

Passed unanimously.

D. Post-Tenure Review Procedures from the Department of Educational Psychology and Counseling

The Committee reviewed the Post-Tenure Review procedures from the Department of Educational Psychology and Counseling. After discussion, the Committee acted on the following motion:

**MSP:** That the Post-Tenure Review procedures from the Department of Educational Psychology and Counseling be approved.

Passed unanimously.

11. Other Business

Janet Oh, Chair of the Student Evaluations of Faculty (SEF) Senate Subcommittee, will be invited to meet with Committee at the next meeting to discuss electronic student evaluations.

12. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on April 6, 2016 in University Hall 277. The meeting was adjourned at 4:10 p.m.