

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 2, 2016 APPROVED BY COMMITTEE Nov. 16, 2016
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Owen Doonan, David Boyns, Sheila Grant, Fermin Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, William Whiting, Yue (Jeff) Zhang

Guest: Ed Alfano, Yi Li

Members Absent: Christina Ayala-Alcantar, Vicki Ebin, Jeff Wiegley

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

1. Call to Order

Grant called the meeting to order at 1:20 p.m.

2. Approval of Minutes from October 19, 2016

The Committee reviewed the minutes of October 19, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of October 19, 2016 be approved as amended.

Passed 8-0-2.

3. Announcements

None.

4. Request from Ed Alfano

Ed Alfano, Chair of the Art Department, met with the Committee to discuss a possible conflict of interest. At this time, however, PP&R cannot make any ruling. After extensive discussion about related policy issues, the Committee referred Alfano's concerns to the Manuals and MPP searches subcommittee for further consideration of policy change.

5. Section 600 Searches for 2016

A. Associate Vice President, Faculty Affairs

Herrera reported that the search for the Associate Vice President for Faculty Affairs is progressing. Skype interviews were conducted on October 31, 2016 and the search is progressing with on campus interviews and background checks.

B. Director, University Counseling Services

Schmidt-Levy reported that the search for the Director of the University Counseling Services is progressing. One candidate was invited for an on campus interview.

C. Director, Education Opportunity Program

No update.

D. Dean, Mike Curb College of Arts, Media and Communication

Whiting reported that the search committee has been formed with three college representatives elected to the committee. The charge meeting has been scheduled for next week, Wednesday, Nov. 9th.

E. Associate Dean, College of Humanities

No update.

6. Assistant Vice President for Graduate Studies

No update.

7. Review of Request from College of Science and Mathematics for Extension to Deadline to Submit Department Personnel Procedures

The Biology and the Physics and Astronomy Departments contacted Grant with a request for an extension to the deadline to submit department personnel procedures to the College Personnel Committee for review. Currently, a total of four department personnel procedures for the College of Science and Mathematics are due for the 5-Year review. The four departments are concerned about recommended changes that the Dean of the College took to the departments for their review, and the departments would like more time to decide on the revisions for their personnel procedures. After discussion, the Committee acted on the following motion:

MSP: That the four departments up for 5 year review in the College of Science and Mathematics (Biology, Chemistry and Biochemistry, Geological Sciences, and Physics and Astronomy) be granted an extension to submit their personnel procedures to the College of Science and Mathematics College Personnel Committee, from November 10th, until Monday, November 21, 2016 (an 11 calendar day extension). And that the College Personnel Committee for the College of Science and Mathematics be granted an extension of the due date to submit personnel procedures to the PP&R Committee, from December 19th, until Thursday, January 26, 2017, or earlier (an equivalent 11 calendar day extension, excluding winter break).

Approved unanimously.

8. Update on Extraordinary Service to Students Awards

The subcommittee updated the Committee that the application notice was sent to the campus via email on Friday, October 21, 2016. The applications for the award is due to the Office of Faculty Affairs on Friday, November 04, 2016 by 5 pm. The subcommittee will be meeting on Monday, November 14, to review the applications. Candidates who receive awards will be notified by November 23, 2016.

9. Discussion of Lecturer Faculty Range Elevations in Sect 700, New Changes in Collective Bargaining Agreement

Lemus updated the Committee on coming changes to the Collective Bargaining Agreement regarding how Range Elevations are administered. New changes in the Collective Bargaining Agreement will require changes to the Section 700 Manual. Lemus will research how other CSU campuses are currently handling Range Elevations, and will bring the findings to the Committee at the next meeting.

10. Discussion of Proposed GRIF Policy

The Committee reviewed the proposed revisions to the GRIF Policy, Section 652 in the *Administrative Manual*, which was submitted by the Research and Grants Committee. After discussion, the Committee agreed to table discussing the proposed policy until Lemus has checked with Crist Khachikian, AVP for Research and Graduate Studies, on the best way to approach making revisions to the policy.

11. Provost Yi Li to discuss the Interim Assistant Vice President for Academic Undergraduate Programs

Provost Yi Li met with the Committee to discuss a new position, Interim Assistant Vice President for Academic Undergraduate Programs, in the Undergraduate Studies division. Li shared with the Committee the need for this position in the University given the changes that the University will be undergoing in order to meet the Graduation Initiative for 2025. The Committee reviewed the Management Vacancy Announcement and Position Description and suggested changes. There was no need for approval from the Committee since the position is not a Section 600 search.

12. Updates from Subcommittees, Pending Matters for the 2016-2017 Academic Year.

The subcommittees discussed their progress for the items assigned to them:

eRTP subcommittee – (Herrera, Boyns, Rowlands, Zhang, and Grant):

Members reported that the committee is researching the burdens, benefits, and necessary resources for eRTP.

Sect 600 subcommittee – (Wiegley, Murray, Lampert, and Grant):

The subcommittee gave an update on its progress.

Manuals and MPP searches subcommittee – (Levy, Whiting, and Grant):

The subcommittee will look into the concerns raised by Alfano regarding potential conflict of interest for a Special Assistant to the Dean serving on a personnel committee.

Service Credit/MOUs subcommittee – (Ayala-Alcantar, Ebin, Doonan, and Grant):

Members reported that they are collecting research on best practices from other CSU campuses.

PP&R Composition (Item #12) Committee of the Whole:

The suggestion previously discussed by the Committee for how to constitute the Committee membership from all the colleges will be brought forward to the Faculty Senate Executive Committee at its first meeting by SEC members, Schmidt-Levy and Grant, for discussion.

13. Updates for Department and College Personnel Procedures

The members updated the Committee on their progress in contacting the Department or College that they are assigned to as Liaison for the review of the personnel procedures.

14. Review of Department and College Personnel Procedures

A. Post-Tenure Review Procedures from the Department of Deaf Studies

The Committee reviewed the Post Tenure personnel procedures from the Department of Deaf Studies. After discussion, the Committee acted on the following motion:

MSP: That the Post Tenure personnel procedures from the Department of Deaf Studies be approved.

Passed unanimously.

15. Other/New Business

The Committee reviewed Doodle poll results for the best day to hold a Retreat, but no there was no consensus. A new poll will be sent for times in December 2016 and January 2017.

16. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on November 16, 2016 in University Hall 277. The meeting was adjourned at 4:25 p.m.