

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING August 28, 2024 APPROVED BY COMMITTEE _____
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Pat Alford-Keating, Sakile Camara, Eric Garcia, Bingbing Li, Miriam Neirick, Sylvia Macauley, Paulo Marchetti, Iswari Pandey, John Reveles, Dino Vrongistinos, Jeffrey Wiegley, Franck Vigneron

Members Excused:

Staff Present: Christina von Mayrhauser, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s): Mariappan Jawaharlal

1. Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes
MSP: The committee approved the May 15, 2024 minutes.
3. Announcements
 - a. Schedule of PP&R Meetings—Members were advised of upcoming meetings.
 - b. RTP “Road Shows” and Meeting with RTP Candidates—Members were advised that dates are pending and being finalized.
 - c. 2024-2025 Academic Calendar Personnel Procedures, Range Elevation Calendar and Section 600/700, Visual Calendar—Faculty Affairs has emailed these documents to Deans, Associate Deans, Department Chairs, and Program Directors with links. These documents are also available on the Faculty Affairs webpage.
 - d. Copies of Section 600/700—Digital copies of the updated 2024-2025 edition are on the Faculty Affairs webpage. Print copy costs are being evaluated and a limited number will be printed pending available funds.
 - e. Senate Liaison—The Senate Executive Committee meeting will be held this week to determine the Senate Liaison to PP&R.
 - f. Committee Workload Spreadsheet—Members were advised that the Chair will create this spreadsheet with the goal of equitably distributing the workload on PP&R.
 - g. PP&R Standard Operating Procedures—Members were provided with the SOP and Members were advised that the SOP explains what is expected from members.
 - h. Personnel Service Eligibility Chart—This chart is posted on the PP&R webpage and was created as a guide, based on Section 600, to help faculty easily decipher who is eligible to

serve on which personnel committees. Members reviewed this document and acknowledged that improvements can be made for clarification. A subcommittee comprising Jeff, John, Paulo, and Sylvia was established.

4. **READY FOR VOTE: PP&R Annual Report 2023-2024**
MSP: The committee approved the 2023-2024 PP&R Annual Report
5. Update on Section 600 Searches
 - a. AVP, Equity and Compliance Search—Seven candidates have completed the Zoom interviews. Additional in-person interviews will be conducted this week. Questions for the in-person campus interviews have been finalized.
 - b. AVP, Faculty Programs and Initiatives—The search concluded with a successful hire. The announcement was made in July, introducing Dr. Anne Choi.
 - c. Dean of Library—No movement or discussion in forming a committee.
 - d. VP, Equity and Inclusion—No updates
 - e. Associate Dean for Extended Learning—Members of the Senate Executive Committee were made aware of this new search. The Faculty Senate has advised the Dean of Tseng College of Extended Learning to bring it to PP&R for MVA approval. PP&R will need to appoint two representatives for the search and screen committee. Miriam was appointed as the first PP&R representative on this search committee. The PP&R Chair will reach out across campus to recruit a faculty member with some knowledge of or experience working with Tseng college as the second representative.
6. Update on Adoption of Policy Recommendations
 - a. 707 Written Comments About Lecturers—This policy will go to Senate Exec in September 2024, for a first reading.
7. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 660: Appeal Form—The members reviewed and discussed the form regarding the specified basis for appeals. Changes were recommended, and the form was revised.
MSP: The committee approved the revised form.
 - b. 622.3.1: New Academic-Administrative Employee to be added—The members discussed the need to review and update the language in Section 600 regarding academic-administrative MPP position searches. This will remain on the agenda for discussion at the next meeting, with a time certain to be requested of Kristina de la Vega of HR to participate in the discussion.
 - c. 613: Responsible Authority for Collecting Comments—Last year, PP&R created and approved the flowchart for the Process for Gathering Faculty and Student Comments for Faculty Evaluations. The next step would be to develop the parallel wording for Section 600, and clarification of the wording frame and structure needs to be established. John was appointed to join the original subcommittee members of join Jeff and Dino.
 - d. 709.3.2 Three-Year Evaluation (CBA 15.5)—no update
 - e. 652 GRIF Policy Assessment—Mariappan (Jawa) Jawaharlal, new AVP for Research and Sponsored Programs, addressed the Grant-Related Instructional Faculty (GRIF) program as a time certain guest. The GRIF policy calls for a review after five years, and AVP

Jawaharlal states that the review is overdue, which should have been completed in 2013. He advised that there was an internal audit done in 2022 with specific recommendations: some of which RSP has adopted. CSUN is one of the few CSU campuses that have this GRIF program. The Research and Sponsored Program's role in GRIF is to administer the policy. Dr. Jawaharlal has ideas and thoughts to improve these programs and would like to work with a PP&R subcommittee. PP&R established a subcommittee consisting of Sakile, Dino, and Bingbing. Dr. Jawaharlal also responded in the affirmative to a request by the committee to provide PP&R with the 2022 audit report that he mentioned as part of his comments.

- f. 702.6 Professional Responsibilities for Lecturers (Section 604 parallel)—Members agree that Section 700 should be equivalent to Section 604, making them parallel. The established subcommittee, consisting of Franck, Erick, and Paulo, will review the policy and make recommendations to PP&R.
 - g. 612.5.2.2.a.i Clarify Language on Required Class Visits—Members briefly discussed the policy and established a subcommittee consisting of Pat and Miriam to do a comprehensive review and come up with new recommended language.
 - h. 632.3.2 Teaching Effectiveness—A new committee is needed. PP&R needs to ensure alignment between the proposed new language and Sections 15.15 to 15.18 of the Collective Bargaining Agreement. Policy language should be established, in collaboration with the task force working on SEFs. PP&R will revisit this policy after the Task Force has made completed its work and made its recommendations.
8. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions—The committee previously approved editorial changes last year. Other changes may be considered for the manual. Faculty Affairs will conduct an initial review of the manual to see if updates are needed and provide an update at the next meeting.
 9. PP&R Public Relations/Awareness Committee—Franck, the subcommittee liaison, addressed campus awareness of PP&R and its role. New members shared their awareness of PP&R and what it represents prior to their joining the committee awareness. Sakile will join Franck on the subcommittee.
10. Other/New Business
 - a. The Office of the Chancellor has created systemwide polices to determine the “time, place, and manner” (TPM) in which certain specified activities may be conducted on university property. These policies are operational currently for students and non-bargaining employees, for the CSU to be in compliance with recent California State legislation requiring that policies be in place systemwide by the first day of the Fall 2024 semester. At present, the existing CSUN TPM Policies apply to faculty, as the systemwide policies have yet to go through the “meet and confer” process. That process is just starting. The policies could potentially be relevant to PP&R and may be a worthwhile discussion. Members discussed the university's intent to keep the trust of members of the campus community. Interim AVP Faculty Affairs will address this issue with the Council of Chairs and relay back to the committee information about who to contact regarding the “meet and confer” process. The Interim AVP Faculty Affairs also shared in the Zoom chat the weblink to the CSU policies

which include, at the bottom of the document, an accordion menu where one may select addenda specific to each campus. Jeff, as Faculty President, will address this matter with the Faculty Senate.

- b. 622.6 Certifications—Members suggested keeping the current policy in place.
- c. Having students keep cameras on—Members discussed the issue of some students turning off their cameras during online class sessions, pointing out that different campuses have different rules on this. Others expressed concerns about potential violations of students' rights by mandating such a policy.

11. Adjournment – The meeting was adjourned at 4:37 p.m. The committee's next meeting is scheduled for September 11, 2024.