

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING November 10, 2021 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: Lindsay Brown, Tracy Buenavista, Dennis Halcoussis, Michael Neubauer, Sylvia Macauley, Dino Vrongistinos, George Wang, Peggy Roller, Jeffrey Auerbach, Pat Alford-Keating, Tamarah Ashton, Debi Choudhary, Michael Hoggan

Members Absent:

Staff Present: Diane Guido, Executive Secretary & Megan Dozier, Recording Secretary

Staff Absent: None

Guests: Colin Donahue, Genevieve Evans Taylor, Alanna Trejo, Houssam Toutanji

1. Chair called the meeting to order 1:03pm.
2. Approval of Minutes from October 27, 2021
MSP: Approval of the minutes.
3. Announcements
 - a. Guido called attention to her November 5, 2021, email clarifying steps for DPC committees to gather feedback from faculty and students for RTP candidates.
 - b. Buenavista noted that the Educational Equity Committee is interested in collaborating with PP&R to consider a Diversity, Equity and Inclusion track for RTP, following a model at Indiana University-Purdue.
4. Update on Section 600 Searches
 - a. Dean for College of Humanities
No update.
 - b. Vice President of University Relations and Advancement - Colin Donahue presented a report from this search, reviewing the committee membership, process, and outcome. Finalists have been recommended to the President.
MSP: The search report was approved.
 - c. Interim Dean for College of Health and Human Development – Dr. Mechelle Best was appointed as Interim Dean, effective November 8, 2021. The committee discussed the importance of meeting with the Provost at the conclusion of future administrator searches, to address any concerns.
 - d. Vice President of Information Technology – Chief of Staff Genevieve Evans Taylor and Executive Assistant Alanna Trejo presented the Management Vacancy Announcement and Position Description. PP&R Committee members made suggestions and comments.

Academic Search (search firm) will support the process, and the committee asked if future MVAs and PDs could be distributed with more lead time.

MSP: The search was approved.

5. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Section 70x – Professional Responsibility for Lecturers
The committee discussed the language of the document and will work on changes for the next meeting.
- b. 606.1.b.1 – Deadline for submitting material to PIF
The committee discussed the language and will make changes for review at the next meeting.
- c. 634 – Consultation
The committee will review the language for the next meeting.
- d. Guidelines for CPC/DPC Elections
The committee will review and discuss at the next meeting.
- e. 620-621 Faculty Recruiting Edits
The committee reviewed initial edits and will continue discussion at the next meeting.
- f. Acting Chair appointment procedures MSEM – In response to a concern of possible non-compliance with Section 600, the committee reviewed the process to appoint an acting chair for MSEM. Dean Toutanji attended; he explained the process and answered questions. PP&R discussed the issue and decided not to take further action.
- g. 703.2.f – Access to PIF and PAF
The committee reviewed some initial changes to this section to match 606.2.3.e. They will continue review at the next meeting.

6. Update on Adoption of Policy Recommendations

- a. 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans)
Review of new administrators after 3 years – Approved by Senate Exec on 11/4/21 to move on to Senate for second reading on 11/18/21. Senate requested that PP&R consider whether interim years of service should be counted in the years towards evaluation and what an appropriate evaluation tool should be for associate deans. These two items will be added to a future PP&R agenda.
- b. 606.1.2 Personnel Action File – Approved by Senate Exec on 11/4/21 to move on to Senate on 11/18/21, first reading waived.
- c. 703.1.2 Authorized Personnel Files - Approved by Senate Exec on 11/4/21 to move on to Senate for second reading on 11/18/21
- d. 707 Written Comments about Lecturers - Approved by Senate Exec on 11/4/21 to move on to Senate for second reading on 11/18/21
- e. 621.4.2b Lecturer Evaluations - Approved by Senate Exec on 11/4/21 with changes to move on to Senate for second reading on 11/18/21. The suggested changes from Senate Exec were deemed editorial and were acceptable by consensus.

7. Department and College Personnel Procedures

None were reviewed.

8. [Review of PP&R Documents](#)

- a. Guidelines for Review of Department and College Personnel Procedures & Guidelines for developing/revising Department and College Personnel Procedures
Both documents were reviewed and updated with several edits.
MSP: The two documents were approved with edits.
9. Standard Operating Procedures (PP&R Bylaws)
No action on this item.
10. Quality of Scholarly Publications (Jeffrey, Peggy, Lindsay, George)
<https://docs.google.com/document/d/1H9cODiGTh-QIJ5KDOZ-41RW4XgC-O3pRtyL4RJDIG34/edit>
The subcommittee working on this document shared updates.
11. Other/New Business
 - a. Lecturer inclusion in Chair Advisory vote – No action on this item.
 - b. Personnel Committee Eligibility – No action on this item.
 - c. Number of student evaluations per year; - In response to questions at an RTP Roadshow, the committee discussed under what circumstances more than two student evaluations per year may be administered. The verbiage in Section 600 is clear as it stands. PP&R recommends that department and colleges wanting to require more than the minimum number include that requirement in their personnel procedures. More evaluations can also be conducted with consultation and agreement by individual faculty members.
12. The meeting adjourned at 4:56 pm. The next meeting is scheduled for 1:00 pm November 24, 2021 via Zoom.