

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING December 8, 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, Michael Hoggan

Members Absent: Debi Choudhary

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

Staff Absent:

1. The Chair called the meeting to order at 1:03pm.
2. Approval of Minutes from November 24, 2021  
**MSP:** Approval of the minutes
3. Announcements
  - a. Quality of Scholarly Publications – The committee reviewed the document and clarified distribution for the University (posting on the Library website with a link on the Faculty Affairs and PP&R websites).
  - b. PP&R Guests: – The committee briefly reviewed that, as a standing committee, faculty members are welcome to attend meetings as observers. Sensitive discussions may be considered “Executive Session”.
4. Update on Section 600 Searches
  - a. Dean for College of Humanities – Applications are still coming in.
  - b. Vice President of Information Technology – All applications should be submitted by February 24, 2022. The search committee will begin review of applications March 3, 2022, and plan to select by April 2022.
  - c. Vice President of University Relations and Advancement – **Nichole** Ipach was appointed by the president and will begin her new role in January, 2022.
5. Updates on Section 600 Decisions, Approvals, Inquiries
  - a. 606.1.b.1 – Deadline for submitting material to PIF  
The committee made additional changes during the meeting.  
**MSP:** The Committee voted to approve edits to policy and to move it forward to Senate Exec in the new year.

- b. Guidelines for CPC/DPC Elections – The committee reviewed a draft policy and will continue to work on it at the next meeting.
  - c. 620-621 Faculty Recruiting Edits  
The committee reviewed the new edits, and suggested additional changes.  
**MSP:** The Committee voted to approve edits to policy and to move it forward to Senate Exec in the new year.
  - d. 622.6.5 – Clarify wording – The committee reviewed some edits to the policy. Additional clarification is needed regarding “acting/temporary” appointments. The committee will work on all changes discussed and have the policy ready for a vote at the next meeting.
  - e. 622.2.2a (VP), 622.3.5 (Academic Admin), 622.4.3 (Deans), 622.5.2a (Associate Deans)  
Review of new administrators after less than 3 years (Michael N.) – Evaluation Tool for Associate Dean and Counting Interim Year – The committee discussed the language regarding initial evaluations being at three years rather than five. Discussions will continue at the next meeting.
  - f. 621.4.2b Lecturer Evaluations – Where to place DEI and timeline for lecturer self-evaluations – The committee discussed making separate changes to 621.4.1 regarding appointment. Review and discussion will continue at the next meeting.
6. Update on Adoption of Policy Recommendations
- a. Section 702.6 – Professional Responsibility for Lecturers – Being reviewed by Senate Exec February 3, 2022.
  - b. 703.2.3.f – Access to Lecturer PAF – Being reviewed by Senate Exec February 3, 2022.
7. Department and College Personnel Procedures  
University Counseling Services Post-Tenure Review –The committee suggested changes and will send the document back to the department for additional review.
8. Standard Operating Procedures  
The Standard Operating Procedures have been edited and are now ready for additional review at the next meeting.
9. Other/New Business  
In Executive Session, the Committee considered an extension of the deadline for a Post-Tenure Review. **MSP:** The committee discussed the personnel issue and did not grant an extension.
10. The meeting adjourned at 4:18 pm. The next meeting is scheduled for 1:00 pm February 2, 2022 via Zoom.