

PERSONNEL PLANNING & REVIEW COMMITTEE MEMBERS:

Please review and suggest changes no later than April 1, 2020 at 1:00 p.m., to the Executive Secretary at Ext. 2962 or University Hall 305.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING March 25, 2020 APPROVED BY COMMITTEE April 1

Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____

Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Rosa Angulo-Barroso, Maria Rosa Garcia-Acevedo, Dennis Halcoussis, Lesley Krane, Lynn Lampert, Kenneth Lee, Judy Schmidt-Levy, Sean Murray, Jeff Wiegley, David Moguel, Rosa RiVera-Furumoto, Mary-Pat Stein, Veda Ward

Members Absent: None

Staff Present: Stella Theodoulou, Executive Secretary, Iliana Carvajal Recording Secretary

Staff Absent: None

1. Call to Order

Chair called the meeting to order at 1:10 pm

2. Approval of Agenda

The Committee reviewed the agenda. After discussion, the Committee acted on the following motion:

MSP: To approve the agenda for March 25, 2020.

3. Approval of Minutes for March 4, 2020

The Committee reviewed the minutes for March 4, 2020. The Committee acted on the following motion:

MSP: That the minutes of the March 4, 2020 meeting be approved as is.

4. Announcements

None.

5. Update on policy proposals

a. Policies presented to Faculty Senate on March 12th

i. Addition to Section 632.3d (Community-Based Service Learning)

The policy was approved with no changes by the Faculty Senate. The proposal will be forwarded to the University President for review and approval.

ii. Section 634.1 (Consultation Policy)

The policy was approved with no changes by the Faculty Senate. The proposal will be forwarded to the University President for review and approval.

- b. Policy being presented to Senate Executive Committee meeting on March 26th
 - i. Receipt of Evaluation Letters Section 635.2.2

6. Updates on Section 600 Searches

- a. AVP Research and Sponsored Programs

Stella Theodoulou updated that this search has been postponed until further notice.
Postponed until fall

- b. Vice Provost

Jeff Wiegley updated that the position is currently accepting applications.
No action has been taken

- c. Dean of Humanities

Stella Theodoulou and Maria Rosa Garcia-Acevedo update that the position is accepting applications. A search firm has been hired to help with the search. Review of applications began on March 16th.
Postponed until fall

- d. Associate Dean for Tseng College of Extended Learning

Jeff Wiegley shared that there are no updates on the position.
The Dean is proceeding with the search. Stella T will confer with the Dean to set up a process for the search, including Zoom interviews.

7. Updates on Section 600 Decisions, Approvals, Inquiries

- a. Inquiry on Post Tenure Reviews deadline, extension or cancellation – Faculty Affairs

Judy Schmidt-Levy updated the committee on an inquiry received from the Office of Faculty Affairs regarding the deadline for the campus to complete Post Tenure Reviews for the spring, 2020 semester. Concerns have been communicated from the campus about completing the reviews, since the campus has now moved to virtual modalities for the remainder of the semester, due to health concerns with the COVID-19 pandemic. After discussion, the committee acted on the following motion:

MSP: That the Provost will confer with CFA to extend the deadlines for Post Tenure Review with the approval of PPR.

- b. Inquiry from the David Nazarian College of Business and Economics regarding peer class visits, Tenure Track and Lecturers

Judy Schmidt-Levy updated the committee on an inquiry received from the Dean of the David Nazarian College of Business and Economics. Departments are concerned that the peer class visits for faculty under review may be negatively impacted due to the move to

virtual modalities for the rest of the semester. This is due to health concerns related to the COVID-19 pandemic. This is for both Tenure-Track and Lecturer faculty. After discussion, the committee acted on the following motion:

MSP: Pending the Provost speaking with the Chancellor's Office to meet and confer with the California Faculty Association, PPR proposes that the spring, 2020 peer evaluation of tenure-track and non tenure-track faculty be extended until fall, 2020.

8. Department and College Personnel Procedures

a. Update on Department and College Personnel Procedures
Committee members shared their progress with reviewing their assigned personnel procedures.

b. Review of Liberal Studies Department Personnel Procedures, Tenure Track

The Committee reviewed the tenure track personnel policies and procedures for the Liberal Studies department. After discussion, the Committee acted on the following motion:

MSP: To send the Liberal Studies Department Tenure Track Personnel Procedures to the department for clarifications.

c. Department of Cinema and Television Arts, Tenure Track

The Committee reviewed the tenure track personnel policies and procedures for the Cinema and Television Arts department. After discussion, the Committee acted on the following motion:

MSP: To approve the Tenure Track personnel procedures for the Cinema and Television Arts department with suggested language, pending the departments acceptance of suggested language and receipt of a clean electronic copy.

9. Executive Session Update on RTP Appeals filed

a. Responsibilities
Judy Schmidt-Levy shared with the committee members the responsibilities in reviewing appeal cases.

b. Subcommittees
The membership of the Subcommittees was discussed and finalized by the Committee for all appeals currently filed.

c. Timeline

The timeline for holding the appeal hearings and creating the PP&R recommendation letters to the appellants was reviewed. PP&R will complete their reviews and submit their letters to appellants by May 4, 2020.

10. Executive Session: Review of Emeritus Nominations

The committee reviewed the nominations for faculty members for Emeritus status to begin in 2020-21 AY. After discussion, the committee acted on the following motion:

MSP: That the nominations of twenty-eight (28) faculty members be approved for Emeritus status.

11. Exceptional Service to Students Awards update

The subcommittee (Lesley Krane, Rosa RiVera-Furumoto, and Rosa Angulo Barroso) updated the committee on their progress. The documents announcing the awards to the campus have been updated. The Committee discussed how to receive the applications through Box. The announcement will be sent out to the campus next week.

12. Discussion of Term Limits on the PP&R Committee

The Committee tabled this discussion for a future meeting.

13. Discussion of “and/or” phrase in Section 600 and Section 700

The Committee tabled this discussion for a future meeting.

14. Standard Operational Procedures (PP&R bylaws)

No update.

15. Updates on Pending matters for 2019-20 AY

No updates.

16. Other/New Business

a. Editorial change to Coversheets – submitting without changes.

The Committee reviewed suggested editorial changes to the three cover sheets for submission of revisions to department/college personnel procedures. After discussion, the committee acted on the following motion:

MSP: That the cover sheets for revisions to Section 600, Section 700, Post Tenure Review department/college personnel procedures be approved.

17. Adjournment

The meeting was adjourned at 4:30 pm.