

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 29, 2020 APPROVED BY COMMITTEE May 6, 2020

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: Diane Guido, Executive Secretary, Stella Theodoulou, Iliana Carvajal Recording Secretary

Staff Absent: None

1. Call to Order

Chair called the meeting to order at 1:04 pm

2. Introductions

The Committee members introduced themselves to new AVP of Faculty Affairs, Dr. Diane Guido.

3. Approval of Agenda

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

MSP: To approve the agenda for April 29, 2020.

Approval of Minutes for April 15, 2020

Postponed until next meeting.

4. Announcements

Diane Guido is now attending the Committee meetings in her role as Executive Secretary. The Provost asked Stella Theodoulou to attend the remaining meetings as a resource to Dr. Guido.

5. Update on Policy Proposals

- a. Policy to be presented to Faculty Senate meeting on April 9th
 - i. Receipt of Evaluation Letters, Section 635.2.2 (Second reading)
 - ii. Section 612.3, Terms of service on PP&R Committee (First reading)

iii. Section 600 calendar

iv. Section 700 calendar

All items will be presented to the Faculty Senate on Thursday, April 30th. The Chair thanked the Committee for reviewing Section 700 calendar over the weekend. The Section 700 calendar was approved by the PP&R Committee on Monday, April 27th. The calendars will be presented to the Faculty Senate as information items. The Faculty Affairs office will create a link to the calendar in the annual reminder email to chairs. Questions about the calendar were addressed. A question came up about the notification email: is there a way to force reviewers to attach the recommendation letter to the notification email? Judy will look into adding a form when faculty are submitting their Retention, Tenure, and Promotion files to grant permission to receive the recommendation letters via email.

6. Updates on Section 600 Decisions, Approvals, Inquiries

a. Mathematics inquiry on election of Department Chair, terms of limit

Judy received an email from a faculty member in the Mathematics department who wanted to know if the current department chair's appointment could be extended for one more year to avoid a formal election of a department chair.

The Dean of the college did not support this request. The Mathematics department decided to do a formal election for a department chair as usual.

b. Update on Humanities RTP review

No updates, and the Committee decided to take no action at the moment.

7. Exceptional Service to Students Awards update

Committee reviewed all applications and the decision letters were sent out on Monday April 27th. But on Monday April 27th, it was discovered that one application was missed, and two were never received from the Deans' offices. Lesley Krane and Rosa RiVera Furumoto are reviewing the new applications to see if they meet the criteria. Diane Guido will talk to the deans and the Provost to see about funding sources if the applications meet the criteria of the award. The subcommittee to review the applications based on the established criteria, and then share their decision with Judy and Diane to see what next steps are.

8. **Executive Session: Review of Emeritus Nominations**

The Committee reviewed the late nomination packets for five emeritus nominations. After discussion, the Committee acted on the following motion:

MSP: That the nominations be approved for Emeritus status.

9. **Executive Session: Appeal Deliberations**

The Committee met in Executive Session to hear the recommendations of the appeal Subcommittees and to vote on the appeals. The Committee prepared draft letters for the appellants.

10. Department and College Personnel Procedures

- a. Update on Department and College Personnel Procedures
- b. Review of Theatre Department personnel procedures
- c. Journalism Department personnel procedures
- d. Jewish Studies Department personnel procedures
- e. Liberal Studies Department personnel procedures

All personnel procedures were postponed until next meeting.

11. Standard Operational Procedures (PP&R bylaws)

No update.

12. Updates on Pending matters for 2019-20 AY

No updates.

13. Updates on Section 600 Searches – All searches on hold

- a. AVP Research and Sponsored Programs
- b. Vice Provost
- c. Dean of Humanities
- d. Associate Dean for Tseng College of Extended Learning

14. Other/New Business

15. Adjournment

The meeting was adjourned at 5:05 pm.