

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING April 8, 2020 APPROVED BY COMMITTEE April 15, 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: Stella Theodoulou, Executive Secretary, Iliana Carvajal, Recording Secretary

Staff Absent: None

1. Call to Order

Chair called the meeting to order at 1:07 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 April 8, 2020.

3. **Executive Session: Search report for Associate Dean position for the College of Engineering and Computer Science, meeting with Dean Houssam Toutanji**

Dean Houssam Tountanji met with the Committee in executive session to present the final search report for the Associate Dean for the College of Engineering and Computer Science. After discussion, the Committee acted on the following motion:

MSP: That the search for the Associate Dean for the College of Engineering and Computer Science be approved.

4. Approval of Minutes for April 1, 2020

The Committee reviewed the minutes for April 1, 2020. The Committee acted on the following motion:

MSP: That the minutes of the April 1, 2020 meeting be approved as is.

5. Announcements

Stein updated that an email was sent from the Provost's office regarding the deadlines and postponements for faculty evaluations due to COVID-19 crisis. Stein updated that submission of student evaluations for the spring semester will be optional. Faculty may submit the evaluations to the department if they would like them to be included in their PAF.

6. Updates on Section 600 Searches

a. AVP Research and Sponsored Programs

b. Vice Provost

c. Dean of Humanities

d. Associate Dean for Tseng College of Extended Learning

Stella Theodoulou updated that all MPP searches are currently on hold due to the COVID-19 crisis.

7. Update on policy proposals

a. Receipt of Evaluation Letters Section 635.2.

Judy Schmidt-Levy updated that the Receipt of Evaluation Letters (Section 635.2) proposal was presented to the Senate Executive Committee meeting on March 26. The Senate Executive Committee meeting provided suggestions. The proposal will be presented to the Faculty Senate on April 9th.

8. Updates on Section 600 Decisions, Approvals, Inquiries

a. Request from Faculty Affairs – deadline extension for Provost to notify applicants of an approved or denied GRIF appointment from April 15 to April 29th, a two-week extension

MSP: To approve the two-week extension for Provost provide GRIF letters from April 15 to April 29.

b. Judy Schmidt-Levy updated the Committee on the RTP two-week extension approved within the College of Humanities. Dean reported that faculty member may have concerns about digitizing the file. Judy will follow up with the Dean's office. The campus needs to make the files available digitally to proceed with the review.

9. 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 Educational Psychology and Counseling Department Personnel Procedures, Tenure Track (Ken)

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

MSP: That the Education Psychology and Counseling Department Tenure Track Personnel Procedures be approved as is.

- c. Review of Journalism tenure track and lecturer personnel procedures (Lesley)

Changes from Journalism are being reviewed by the college. The department approved the revisions PP&R made on March 11th. Will be tabled until next meeting.

10. Review of Section 700 draft 2020-2021 AY Calendar of Personnel Procedures

The Committee reviewed a draft Section 700 2020-2021 AY Calendar of Personnel Procedures. After discussion, the Committee acted on the following motion:

MSP: That the draft Section 700 2020-2021 AY Calendar of Personnel Procedures be approved and be presented to the Faculty Senate/Senate Executive Committee for review and approval.

11. Review of PP&R schedule of meetings for 2020-21 AY

The Committee reviewed a draft schedule of the PP&R Committee meetings for the 2020-21 Academic Year. After discussion, the Committee acted on the following motion:

MSP: The committee approved calendar as is.

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

The Committee reviewed the nomination packets for three emeritus nominations. The names of the candidates had previously been provided to the Committee. After discussion, the Committee acted on the following motion:

MSP: That the nominations be approved for Emeritus status.

13. Exceptional Service to Students Awards update

The subcommittee updated that the announcement was made available to the campus on April 2nd.

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

The Committee reviewed the draft language for Section 612.3 as provided by Mary-Pat Stein. After discussion, the Committee acted on the following motion:

MSP: To approve the following language for Section 612.3. This new policy proposal will be presented to the Senate Executive Committee at its next meeting.

612.3 University Level – Personnel Planning and Review Committee.

1. Composition and Eligibility

The Personnel Planning and Review Committee shall be composed of tenured teaching faculty members, the President of the Faculty, a tenured Librarian, and a tenured Student Affairs representative selected by their colleagues as provided in Article V, Sections 1.4 and 2.8 of the Faculty Bylaws. Only faculty in the rank of Professor, Librarian, or Student Services Professional – Academic-Related III are eligible to serve on the Personnel Planning and Review Committee. If a President of the Faculty is not eligible to serve, the Faculty President shall appoint a designee to serve on the committee. In this case, the appointee shall hold the rank of Professor, Librarian, or Student Services Professional – Academic-Related III.

2. Limits of Service on the Personnel Planning and Review Committee

- a. Faculty are elected to serve on the Personnel Planning and Review Committee for a term of three years
- b. Faculty may serve multiple terms on the Personnel Planning and Review Committee consecutively. No faculty member will be required to serve more than (2) three-year terms consecutively

3. Responsibilities.

The Personnel Planning and Review Committee reviews and coordinates all actions of Department and College Committees.

- a. The Personnel Planning and Review Committee is organized and operates in accordance with Faculty Bylaws.
- b. Questions or interpretation of this Manual will be referred to the Personnel Planning and Review Committee for resolution.

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

Jeff Wiegley discussed the use of the phrase “and/or” in Section 600 and Section 700. The committee agreed to clear up ambiguities in the manuals as they are noticed.

16. Standard Operational Procedures (PP&R bylaws)

No update.

17. Updates on Pending matters for 2019-20 AY

No updates.

18. Other/New Business

Mary Pat Stein brought up issues with sabbaticals as they relate to the COVID-19 crisis. Faculty who have been awarded sabbaticals may no longer be able to travel. If a faculty member wants to defer their sabbatical, they must follow the normal deferment process.

19. Adjournment

The meeting was adjourned at 3:00 pm.