MINUTES OF THE PERSONNEL COMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

5241 N. Maple Ave., M/S TA 43

Fresno, CA 93740-8027

Office of the Academic Senate

Ext. 8-2743

February 11, 2014

Members Present: B. Tsukimura (Chair), A. Alexandrou, A. Cowgill, A. Radford, V. Rondero Hernandez, Y. Takahashi, M. Caldwell (ex-officio)

Members Absent: B. Murshed

The meeting was called to order by Chair Tsukimura at 2:05 PM.

1. Agenda - MSC to approve the Agenda as distributed.
2. Minutes - MSC to approve
3. Communications and Announcements
	1. APM 315 approved by President
	2. APM 355 Periodic Review of Administrators approved by Senate
	3. Changes to By Laws [Article XI, Section 4] approved by Senate
4. New Business
	1. RTP Process Discussion
	2. Addition of materials after the specified deadline policy could be clearer
5. APM 324a – changing language for probationary plan

Changes from “Student Evaluations” to “Student Ratings”

Moving “Course Materials, Assignments, and Responses” under the “Peer Evaluations” where examination of these materials occurs.

The meeting was adjourned at 3:40 PM.

Agenda for the next meeting 2/18/14, Meeting in Thomas 117

1. Approval of the Agenda.
2. Approval of the Minutes of 2/11/2014.
3. Communications and Announcements.
	1. Provost Candidates coming to campus
	2. Faculty Forums established for faculty concerns
		1. Dr. Bonnie Irwin, Peters Bldg 191

1. New Businesses
2. APM 325 – Section IV. A. 11 – Clarification and alignment with the CBA
	1. After the established deadline(s) set by the President each year, materials may not be added to the WPAF unless: (a) the material was not accessible prior to the deadline, and (b) the appropriate level of review at the time of the written request approves the addition of these materials to the file. This provision does not affect requests for additional information or clarification from committees or administrators, recommendations, reasons, responses, etc., placed in the WPAF pursuant to university procedures in the normal course of the RTP process.
	2. CBA 15.12b

“A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy, at which time the Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the campus and shall be limited to items that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review. If, during the review process, the absence of required evaluation documents is discovered, the Working Personnel Action File shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner.”