**Minutes PPBC 10/22/2020; Meeting over Zoom**

Present: David Rider (AMSEC/Chemistry, chair) John Gilbertson (Chemistry, scribe), Amy Anderson (Math), Brian Hutchinson (CS), Qiang Hao (SMATE/CS), Dietmar Schwarz (Biology), Andrew Boudreaux (Physics), John Misasi (Engineering), Jackie Caplan-Auerbach (Associate Dean CSE, Geology, advisory, non-voting), Brad Johnson (Dean CSE, advisory, non-voting).

Absent: Brady Foreman (Geology)

**First order of business** was to review and approve minutes from 10/08/2020. The minutes were unanimously approved.

**The second item** was to revisit Team-based telephone migration. Update from Tonya Alexander via Jackie: CS, Engineering, Physics and Astronomy, and CSE Deans office. Partial Chemistry, Geology, AMSEC, Biology about half way through. There is a Teams group to help, and migration training available ([https://teams.microsoft.com/l/team/19%3ad2141fbfce4f4057b4c47b778d3b7f5f%40thread.tacv2/conversations?groupId=00f6eee2-c324-41fe-8e34-55061ff160bc&tenantId=dc46140c-e26f-43ef-b0ae-00f257f478ff](about:blank)). Will there be issues with Linux? Linux version of Teams, and there is also a mobile app for Teams.

Voicemail is a public records issue either recorded or transcribed (University is in charge of enforcing these policies). Perhaps we should remind our departments about public records, etc?

**Third item:** AS student Senators on CSE. Forum, check email for links. Election on Oct. 29th and 30th.

**Fourth item:** Committee vacancies

Senate Outreach and Continuing Education Committee, CSE needs a representative.

UPRC also needs a second representative, last year PPBC had Steve McDowall as a proxy member. UPRC meets every other Wed. at 4:00-5:30.

CUE committee needs two seats. PPBC will attempt to get two nominees.

**Fifth item:** Travel Policy was discussed. ICR monies create a pool of dollars for faculty travel and professional development. What is professional development now that travel is suspended during the pandemic? Currently negotiations between UFWW and the administration to put some boundaries on the money, to keep in the realm of professional development.

CSE in FY19/20 had 130 FTE T/TT and ~ 61 NTT = $130,000 + $30,000 = $160,000

CBA $1000 FTE of tenure and tenure track faculty, $500 for NTT. CSE usually overspends by double.

CSE policy pre-COVID states travel only, which is very restrictive. PPBC discussed away to update the travel policy for long term, equitable, changes to accommodate broader scholarly activities.

The following ideas were discussed in relation to the travel policies/monies:

Change word from “travel” to “participation”? Maybe need to define what is a “potential” scholarly activity.

Add some wording about covering registration for multiple conferences, instead of just two conferences, since web-based activities may be cheaper.

What about the invite for training/workshops to your department? Who volunteers the money?

Web-based conferences are allowed?

Some conferences vary from field to field in terms of competitiveness for publications, scholarship etc. For example, some conference proceedings are counted similarly as a journal publication (SMATE/CS, for example).

Does CSE need to communicate travel resources, policy, etc. more broadly in an official capacity.

RSP has provided publication costs, what about conference fees paid for by RSP?

What about research materials and possibly stipends? Perhaps in the short term where travel is prohibited, but when travel returns, that will consume the budget.

Professional membership fees? Some departments have monies for this, and some do not. What about membership for students? Why are memberships not supported? We should look into that. Perhaps there are rules against that.

Add some text to the beginning of the travel document to explain what the travel monies are for.

What about support for students that have done the work while at WWU, but have opportunities to present after they graduate?