PPBC

Meeting Minutes

May 27, 2021

1. **Roll Call**

a. Present: Mark Bussell, Andrew Boudreaux, Qiang Hao, Brad Johnson, Brady Foreman, Jackie Caplan-Auerbach, Brian Hutchinson, Amy Anderson, Dietmar Schwarz, John Misasi, David Rider

b. Absent: Olivia Chatters, Ankur Handa

**2. Minutes from 05/13/21**

a. Some minor typos changed (names and missing word)

b. Approval of minutes passed unanimously

**3. Updated COPEP Addendum from Engineering & Design**

a. Updates were made to remove binary pronouns, update

b. Approval of E&D changes to COPEP addendum was unanimous

**4. Discussion on Travel Procedures, Policies, and Current Rates**

a. Should this document's title include "professional development"?

a. Should travel be prioritized in document if professional development is included?

b. Worked to update examples of PD supported by CSE in document:

a. Funding for proposal writing events

b. Added example of funding for workshops intended to further research

i. Wordsmith this segment to not exclude activities

c. Student travel funding after leaving WWU?

i. Is there a limit to how long we can fund students after graduation?

ii. Student travel funding pools? (Foundation, graduate school, RSP)

c. How is this pool of funding prioritized currently?

a. Low vs. high priority items right now?

b. NTT vs TT/T priority and/or amounts?

d. Consider how PPBC would prioritize funding?

e. Discussed a move back towards older document but include elements of new version

a. Include section that describe lower priority or one-off or individual-basis type

f. Can PPBC suggest to university to get additional budget for this?

a. These monies come from indirect costs from grants

i. If we expand how funds are used, does that create issue with how these funds are obtained?

ii. Should we have preamble at beginning describing the procedures (something like what is later in the document)?

**5. Discussion on College-wide guidance from PPBC on how to include students on CSE committees**

a. Appendix 7 of WWU Faculty Handbook may serve as a reference

b. Several CSE committees do this already (DEI, PPBC)

c. Students may need mentoring to succeed while working on committee

a. Chair may designate member of committee to mentor student

d. How do student members get recruited?

a. Department chairs nominate students?

i. Disseminate opportunity to all students in department?

ii. Application process within the department?

1) Maybe not…. Adding to workloads of department and committee members

b. Deans office?

c. Associated students?

e. Would students be voting members?

a. Not involved in Personnel at all

b. If voting member, should they be included in quorum calculation?

f. Action Items:

a. Learn more about functions of students on CSE committees

i. How has it gone?

ii. Voting rights?

iii. How do faculty feel about this?

b. Share document with chairs of committees and get more information from them

**6. Updates on approval process for Departmental Operating Procedures and Policies.**

**7. Call for Nominees for Openings on Research and Creative Activities Council**

a. 3 vacancies, appointed by the Faculty Senate. Appointees may come from any college.

b. Ask from departments

a. Need CV and faculty statement

**8. Items from floor**

**9. Upcoming discussions**

a. PPBC Companion/Handbook

b. CSE Committee Openings- Research and Creative Activities Council.

Next and Final Acad Yr ’20-21’ PPBC meeting: June 10, 2021