College of Science and Engineering Policy, Planning, and Budget Council (PPBC) Minutes

September 28, 2023

Attending: Dietmar Schwarz (Biology, Chair), Brian Hutchinson (Computer Science), Bob Mitchell (Geology), Amr Radwan (Engineering & Design), Takele Seda (Physics & Astronomy), Amy Anderson (Mathematics), Tim Kowalczyk (AMSEC), Janelle Leger (Dean, advisory), Jackie Caplan-Auerbach (Assoc. Dean, advisory)

Absent: Ying Bao (Chemistry), No SMATE representative nominated at this point

1. A round of self-introductions was held.
	1. Councilors discussed the importance of timely approval and delivery of PPBC minutes to the College for posting on the College website.
	2. Councilors were reminded of their role in assuring consistency among the College Operating Procedures and Evaluation Plan (COPEP), WWU-UFWW Collective Bargaining Agreement (CBA), and the Faculty Handbook.
2. Councilors voted unanimously in favor of a joint motion to appoint Dietmar Schwarz to the Chair of PPBC and to appoint Tim Kowalczyk as secretary.
3. CSE representation on Faculty Senate increased by one seat for AY 23-24. Physics & Astronomy wishes to be represented by a senator from another department this year.
	1. Departmental nominees are Catherine Clark (Chemistry), Ramadha Piyadi Gamage (Mathematics), Kameron Harris (Computer Science), Camilo Ponton (Geology), and Derek Yip-Hoi (Engineering & Design). Biology is in the process of nominating a senator.
	2. Councilors voted unanimously to approve the appointment of these five nominees to the Faculty Senate.
4. The CSE seat on the university Academic Fee committee is now vacant. Nominees for several CSE seats on sub-committees of the Research and Creative Activities Council (RCAC) will also need to be approved by PPBC.
	1. Dietmar will solicit interest in Academic Fee committee service through chairs with the goal of confirming a nominee at the next PPBC meeting.
	2. PPBC has a list of faculty who expressed an interest in service on RCAC sub-committees last AY. Dietmar will reach out to these faculty first and issue a general call if vacancies remain after this outreach.
5. Chemistry requested a waiver to the COPEP term limit of six consecutive years for service on the CSE Curriculum Committee to allow their current representative to serve for a seventh year.
	1. Rationale is that anticipated curricular changes in Biology will have a significant impact on Chemistry, making it a difficult year to onboard a new Curriculum Committee member. Chemistry intends to rotate in a new member the following AY.
	2. Councilors were supportive of the request under the circumstances but also felt that the lack of language in the COPEP about exemptions or waivers to the policy creates room for ambiguity that should be clarified in the COPEP if this request is approved.
	3. Councilors voted unanimously to approve Chemistry’s curriculum committee representative for a seventh year with the caveat that PPBC commits to revisit COPEP language around exemptions or waivers to committee appointment policy and to bring the question to departments for further discussion and possible revision to the COPEP.
6. Dean Leger introduced a proposal for a 2-year process to develop a new CSE Strategic Plan. The proposal includes recruitment of a small Strategic Plan Task Force (SPTF) that will take on much of the soliciting/processing of stakeholder input and writing. Dean Leger asked Councilors for input on the composition and representation of the SPTF and will bring a list of nominees to PPBC in late October.