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

November 2, 2023

Attendees: Dietmar Schwarz (Biology), Bob Mitchell (Geology), Amr Radwan (Engineering & Design), Brian Hutchinson (Computer Science), Takele Seda (Physics & Astronomy), Amy Anderson (Mathematics), Jackie Caplan-Auerbach (Associate Dean of CSE), Tim Kowalczyk (AMSEC)

Absent: Chemistry representative (transitioning from Ying Bao to Jay McCarty), SMATE representative (no currently appointed representative)

Not in attendance: Janelle Leger (Dean of CSE)

1. CSE vacancy on Summer Research Grants sub-committee has been filled.
2. Information item: nominations are currently being solicited by the CSE EID Committee for two at-large faculty and two student members for that committee.
3. Councilors reviewed and approved the minutes of the October 26, 2023 PPBC meeting.
4. Councilors reviewed updates to the Physics & Astronomy Department Operating Policy and Procedures (DOPP):
	1. All faculty (T, TT, NTT) and staff may vote on changes to the DOPP document; detailed procedures for the voting process are articulated in the document.
	2. The DOPP clearly articulates procedures and thresholds for T/TT voting on TT hiring. Councilors noted, for informational purposes to the department, the presence of both >25% and ≥25% thresholds in different stages of the voting procedures, as it was not clear whether the distinction was intentional or incidental.
	3. Councilors appreciated the level of detail around voting eligibility and thresholds.
	4. Councilors noted that procedures for building the summer teaching schedule are not articulated in the DOPP. The COPEP does not require these procedures to be included in the DOPP. Physics & Astronomy Councilor Seda confirmed that Physics & Astronomy has a separate document outlining these procedures.
	5. A councilor pointed out that the line item in the COPEP charging departments with the development of procedures for summer teaching assignments is relatively underspecified and may benefit from a revisit by PPBC later this academic year.
5. Councilors reviewed revisions to the Computer Science COPEP addendum:
	1. The major change is the removal of language implying a lower expectation for service contributions relative to teaching and scholarship during evaluation for tenure and promotion to Associate Professor. The language is replaced by specific language quantifying a minimum expectation of committee-level or equivalent service.
	2. Language about the role of service to the profession was ambiguous: service to the profession conducted at another institution is acknowledged, but service while a member of the WWU faculty is not.
	3. Councilors discussed the impact of quantifying quarter-hours of committee-style service and the extent to which it may direct TT faculty to prioritize committee-style service over other forms of service, including but not limited to community outreach and service to the profession. Fairly weighing the quarter-hour-equivalent of other service roles is also a challenge with no easy solution.
	4. Councilors support the addendum changes in principle and offered suggestions to clarify the language in the addendum for a future vote of the Council.
6. Councilors discussed a list of potential revisions to the COPEP necessitated by the recently ratified 2023-2025 UFWW CBA:
	1. PTR to follow rules in place on Sept 16 of the year in which the review period begins.
	2. Reinforcement that faculty must meet expectations in all areas of performance.
	3. By September 2024, all CSE NTT faculty are subject to an evaluation plan that must be approved by PPBC.
	4. The new senior instructor merit evaluation process needs to be added into the COPEP.
	5. Councilors will address these revisions at the next meeting of PPBC.