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

January 18, 2024

Attendees: Dietmar Schwarz (Biology), Jay McCarty (Chemistry), Bob Mitchell (Geology), Amr Radwan (Engineering & Design), Brian Hutchinson (Computer Science), Takele Seda (Physics & Astronomy), Amy Anderson (Mathematics), Tim Kowalczyk (AMSEC), John Hardgrove (AS Senate), Jackie Caplan-Auerbach (Associate Dean), Janelle Leger (Dean)

Absent: SMATE representative (no currently appointed representative)

1. A round of introductions was held to introduce new Councilor Jay McCarty, representing Chemistry, while Ying Bao is on leave.
2. Councilors reviewed and approved December 14, 2023 PPBC meeting minutes with 1 abstention.
3. Councilors reviewed the latest draft language introducing the new CSE Scholarship Committee for the COPEP. Councilors revised some of the language to improve clarity and reduce assumptions about the timing of events:
	1. Because eligibility criteria are clearly defined for each scholarship, “fair evaluation of applications” was deemed a more accurate reflection of the committee’s charge than the previously introduced language “fair application of the criteria”
	2. Language tying committee activity to specific months was removed in favor of more general descriptors referencing the university quarter system.
	3. A motion to incorporate the CSE Scholarship Committee charge into the next edition of the COPEP with these minor phrasing changes was approved unanimously.
4. Councilors discussed an aggregated list of CSE department and program fundraising priorities:
	1. Context from Dean Leger: this initiative to gather fundraising priorities from units arose from conversations with Geology chair and changes in the WWU Foundation’s organizational structure. A lack of well-defined hierarchical fundraising priorities for CSE hinders progress toward outreach and fundraising to meet ongoing and emergent needs.
	2. Overarching goal of the conversation: What does CSE want the Foundation to prioritize in its outreach and alignment conversations with prospective donors? Looking for shared departmental priorities that elevate the College as a whole.
	3. Common threads across units identified by Councilors include:
		1. Student summer research support (graduate and undergraduate)
		2. Scholarships and academic year research support (especially undergraduate)
		3. Instrumentation and computational infrastructure (e.g. CS data center)
		4. Course development support for faculty

Part of the goal is to elevate department-level priorities that can have College-level impact, like CS’s data center goals and SMATE’s teacher training goals.

* 1. Councilors can follow up with Dean Leger and Assoc. Dean Caplan-Auerbach with additional thoughts and observations about common threads for prioritization by CSE
1. Councilors reviewed proposed revisions to the CSE COPEP introducing the CBA-stipulated procedures for senior instructor merit review.
	1. The CBA specifies an opportunity for senior instructors to respond to evaluation letters but doesn’t include the specific language limiting the response to “errors of fact” that appears at similar stages in tenure-track faculty review.
	2. Dean Leger will follow up with Peter Pihos (UFWW) and Austin Cooper (Faculty Relations) for clarification of whether “errors of fact” was left out intentionally.