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

February 15, 2024

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

Absent: SMATE representative (no currently appointed representative)

1. Councilors approved minutes from the January 18, 2024 PPBC meeting and from the February 1, 2024 PPBC meeting.
2. PPBC reviewed the proposal from ENGD to split off its Electrical and Computer Engineering division into a stand-alone EECE department.
   1. Councilors discussed resource implications of a department split and potential impacts on the CSE budget.
      1. Whether resources come directly from the Dean’s office or from the Provost, the decision could have indirect impacts on resources elsewhere in the College.
      2. New resources for new faculty and TA lines envisioned after the split would typically need to come from a decision package.
      3. The chair of the new proposed department would be nominated from within the department. Required resources (new course releases) have been accounted for by the Dean in discussions around resourcing the split.
      4. There are currently two open staff positions in ENGD, allowing for the bootstrapping of staff for the EECE department in a close-to-resource-neutral way (Model 2 in EECE proposal).
      5. An undergraduate committee composed of EECE faculty is envisioned to assist with operations during staff onboarding.
   2. Implications for student enrollment trends in the College and impacts on service course loads across the College were discussed.
      1. EECE already exists as a fully operating program within ENGD. The split itself is not expected to meaningfully impact enrollments.
      2. Currently enrollment is approximately 60 students, envisioning short-term growth to 65-70 students regardless of whether an administrative split occurs.
   3. Councilors discussed the two proposed administrative structures for ENGD and EECE after the department split and impacts on staff.
      1. The first model requires some additional resources and also requires downward reclassification of a staff position.
      2. The second model requires fewer (not quite neutral) resources.
      3. ENGD/EECE prefer a shared Engineering pre-advisor who can present incoming students and families with a holistic picture of opportunities in their departments during on-site visits and first-year advising experiences.
3. Councilors continued revising the COPEP to address CBA changes.
   1. Language about the structure of the dossier for senior instructor merit review was modeled after the tenured faculty PTR dossier requirements.
   2. Evidence of performance in non-instructional duties should be included in the dossier if such duties are part of the senior instructor’s contract.
   3. Councilors discussed whether senior instructors with non-instructional duties should submit separate reflections for each relevant area of teaching, scholarship, and service.
      1. Alternative models include a single reflection covering all contracted duties, or one reflection for teaching and another focused on non-instructional duties.
      2. Sentiment leans toward either one consolidated reflection or a split into teaching and non-teaching duties:
         1. Clearer experience for the candidate
         2. Evaluation committees may need reminders about this difference relative to the PTR process for tenured faculty
      3. Different departments may have different preferences; PPBC is leaving this specification open for now.
   4. Councilors agreed that the required documents should include the Contract Letter section of the senior instructor contract e-sign form.
   5. It was decided not to require a CV in the dossier as a College-level requirement.
   6. Faculty peer observations and course materials are not CBA-required for faculty review, so PPBC will simply require other materials as specified in dept/program COPEP addenda.