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

February 1, 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. Minutes approval from the January 18, 2024 PPBC meeting is postponed due to a copy mismatch; Councilors will be asked to approve two meetings’ minutes next session
2. Councilors continued discussion of revisions to the COPEP to address introduction of senior instructor merit review, per the UFWW-WWU CBA.
	1. Discussed what CSE should require for NTT annual review. CBA mandates teaching evaluations, but departments and programs are authorized to require additional materials in their departmental COPEP addenda.
	2. Suggestion to explicitly state that required materials for NTT annual review are stated in full in departmental addenda.
	3. Some councilors expressed an interest in requiring a teaching statement for annual and/or merit review.
	4. It remains unclear whether the omission of “to correct errors of fact” from the CBA language about review candidates’ opportunity to respond to the chair’s evaluation letter was intentional or accidental. Councilors replaced “to correct efforts of fact” with “to respond” to ensure compliance with the CBA.
	5. Councilors decided to heed CBA language closely with regard to departmental committees’ recommendation to the Chair for each merit review. The College will need to produce and approve a form to standardize expectations for the content of the merit reviews.
	6. PPBC will communicate with departments about required materials for the merit review dossier. Proposed language about DEI efforts in teaching will need further revision.
	7. Councilors decided to share some initial “key points” about the discussion so far with departments actively working on their COPEP addenda revisions.