Present: Jim Hearne, Dave Patrick, Steve McDowall, Bob Mitchell, Stephanie Treneer, Todd Morton, Ken Rines

**Items from Chair:**
Approved minutes of 22 October meeting

COPEP revisions: We discussed the proposed amendment and how it can be modified to explicitly allow for faculty on leave. Todd Morton moved to approve the modification to the COPEP (with slight language adjustments to be reviewed at the next PPBC meeting), Bob Mitchell seconded, and the committee approved the changes unanimously.

NSF MRI Grants: Jim discussed the process with Dean Kitto. We determined that PPBC and RSP should review the same preproposal (submitted to RSP) so that PIs are not overburdened. The committee felt that we should rank proposals only if required to help RSP make decisions. We agreed to recommend some language to Dean Kitto for RSP to use as evaluation criteria. RSP should inform PPBC if rankings of CSE preproposals is necessary so that we can do so before the end of Fall quarter.

**Discussion items:**
Language for the COPEP on PTR evaluation of chairs was discussed. To be consistent with the CBA, the department should appoint the faculty member leading the PTR evaluation. Jim will discuss the proposed change with the Dean. Also, Jim will discuss with the Dean whether similar language should be used for evaluation of chairs for promotion applications. Because promotion is a higher stakes proposition than PTR, there may be need to have different procedures for PTR and promotion decisions.

ICR splits: the default policy is that ICR funds are allocated in proportion to the number of PIs in each department or program. Proposers are encouraged to specify alternate allocations at the time of proposals (on the Proposal Routing Form). PPBC members were encouraged to remind their departments of the policy.

Decision packages: we discussed whether PPBC should rank Decision Packages submitted by CSE members. The consensus was that we should do it for informational purposes. Ranking should be done in a way that does not add to the workload of proposers, and PPBC will spend limited time on rankings. The Associate Dean already reviews decision package proposals, so he may be able to assist PPBC with discussing the proposals. Jim will contact Brian Burton to learn about the timeline for decision package evaluation.

Strategic Plan Sub-Task-Force: meeting scheduled for today, revisions discussed at next PPBC meeting.

Travel Policy: Tonya Alexander says there are concerns about the consistency of the CSE Travel Policy with other policies. PPBC will discuss in a future meeting (probably in 2016).

Scientific and Technical Services has developed a Strategic Plan. We will respond to requests for feedback from PPBC in the meeting of December 3rd.

Unit Strategic Plans: Jim will request guidance from the Dean on appropriate content (goals, tactics, both).
Items from members:
Bob Mitchell provided an update on ES renovation plans. The proposed charter is not currently considered an official guiding document: the pre-planning process is ongoing.

Adjourned at 9:50