PPBC Meeting minutes, 1/17/2019

Present: Deb Donovan (chair), John Gilbertson, Steve McDowell, Takele Seda, Andy Klein, Jim Hearne, Pete Stelling (scribe), Ben Miner (Associate Dean), Brad Johnson (Dean), Nina Tran (student AS senator.), Kelly Yokuta (student AS senator)

Minutes from last meeting approved
- Unanimous vote to approve from voting members present. Andy Klein abstained; Jim Hearne and Steve McDowell were absent at the time of motion

Introductions
- Two student AS senators were present, as was the full PPBC, so introductions were made all around.

Review and update of timelines for strategic planning and budget proposals
- Brad Johnson reviewed the annual schedule for CSE strategic planning and budget proposal submission, evaluation and approval. One-page budget proposal outlines were due in November. Department chairs will convert these to a template format and submit to Brad by Tuesday, Jan. 29. Brad will immediately forward these to PPBC for evaluation and discussion during the January 31 meeting. We can expect five proposals from the college, most of which involve improving staffing support for various departments. Details to follow once template versions are received. The specific charge of PPBC with respect to these proposals will be determined by PPBC once the proposals are in-hand. The results of the PPBC discussions will be due to Academic Affairs Feb. 14 (date to be confirmed by Brad). PPBC will have two meetings to complete these discussions.
- Template-versions of pre-decision packages will be due sometime in March.

Discussion of EID information in CO-PEP
- Brad has been in discussion with Karen Sharp of Oregon State University. She shared documents that OSU College of Agricultural Sciences includes in their CO-PEP equivalent. Of particular interest was a document that describes the characteristics, need, and practices of incorporating EID in dossiers. This document contains a table that lists a series of suggested acceptable duties associated with EID and how these activities might be assessed in a dossier. This table was seen as an excellent starting point for our discussion. Deb Donovan will extract the table, clean it up slightly, and send it around for individual input and consideration prior to the Feb. 14 meeting when this will be discussed next (the Jan. 29 meeting will be devoted to review of budget proposals). Once the EID table has been satisfactorily edited it will be shared with Regina Barber-Degraff and an appropriate sub-committee of EID.

Additional items
The new CO-PEP has been posted to the CSE website. PPBC members need to make their departments aware of this and notify them of pertinent changes. John Gilbertson will send out a highlighted version that he distributed to Chemistry for others to modify and pass along to their departments.
Steve McDowell reported from UPRC that the survey of the WWU resource modeling efforts should be completed by as many faculty as possible. Due date was originally today (1/17/19) but has been extended to the end of business on Monday, 1/21/19 (MLK day). Brad Johnson described the resource modeling effort (essentially a list of non-monetary resources that are required to meet each individual strategic goal in the College). Comments on the modeling effort in four different areas (research, teaching, retention, and “resource gaps”) are needed. Brian Burton should be sending out an email reminder sometime today, and department chairs will likely send out an email to their departments as well.

Meeting adjourned 9:25 am