

PBIE Minutes of 04/23/09

Present: Michelle Tubbs, Paul Basinski, Beverley Marchesani, Tom Stack, Gabriele Triefenbach-Kramer, Susan Parry, Christine Work, Michael Roe, Alex Jakubowski, Nadia Rajs, Ming Wang

Excused: David Kohn

1. Minutes of the last meeting were approved by vote.
2. Proxy form was discussed. The form will be amended to read "I, _____, grant him/her permission to submit my written ballot."
3. Policy/Procedure Manual: typographical and grammatical revisions were made to the document. Subsequently, the document was approved by vote.
4. Summary of PIP feedback survey. Christine presented the data from the 2nd year follow up from the 2006-2007 cycle, and the 1st year follow up for the 2007-2008 cycle. Christine pointed out that each initiative feedback response should be viewed and studied independently of the others for each respective initiative. The aggregate data for the cycle is reported as follows:

Answer Options (status of initiative)	Response Frequency (reported in %)	Response Count (reported in %)
Achieved		
In progress		
On hold		
Revised		
Eliminated		

Comments: _____

5. The Co-chairs will meet for a wrap-up/review meeting the week after finals. Other members may attend if they are available.
6. Standing committee final report is being completed by the Co-chairs, and will be forwarded to Diane Bliss.
7. Michelle is requesting a meeting with IT representatives Artur and Angela before the Fall semester begins, in order to evaluate how the Co-chairs can better explain the full capabilities of the PIP system to users.
8. Michelle requested that members consider running for the office of Co-chair, as Paul has completed his term. Nominations and voting will take place after the Assembly meeting.
9. Christine Work requested that committee members review and make recommendations on the periodic review report located on the "P" drive.

Respectfully submitted,
Beverley Marchesani