

PBIE Minutes of April 9, 2009

Present: Paul Basinski, Michelle Tubbs, Beverley Marchesani, Ros Smith, Christine Work, Gabriele Triefenbach-Kramer, Cynthia Richichi, Michael Roe, Joe Litow, Alex Jabukowski, Ming Wang, Nadia Rajsz

Excused: David Kohn, Tom Stack

1. Minutes were approved by vote.

2. Review of Draft Proposal of Procedure Manual:

-The Co-chairs, Paul and Michelle, will request that the Executive Committee consider revising the PBIE Committee's charge to exclude "develops, with the VP for Administration, the annual cycle of budget preparation and review.

-The committee members reviewed the document. Michelle and Paul will revise the document per the agreement of the committee members.

- Nadia Rajsz will develop a form for proxy vote, to be added to the appendix of the manual.
- Alex suggested using "bullets" vs. narrative paragraphs to define the steps of the processes and procedures.
- Committee members suggested that we consider the manual a working document, subject to subsequent ongoing review and revision.
- Michelle will add that the AVP's and VP's have the ability to group together initiatives with a common factor into a single initiative i.e., faculty.
- Michael requested clarification on assessment: Christine clarified that assessment is done on items which were sent forward, regardless of whether or not the initiatives were funded. Also, assessment is ongoing. The overall purpose is to continually review how the initiatives are fulfilling our mission and goals in the academic master plan.
- Paul suggests that initiatives which were not approved, be reviewed and strengthened for resubmission on the PIP system in a subsequent cycle. Committee members concurred.
- Ros explained that the responsibility for following up on implementing the initiatives is within the purview of the Chair, AVP, VP, etc. who had submitted the initiative.
- Michelle will make the changes in the document, and we will vote on the final version at the next meeting.

3. Update on the Assessment cycles: Christine reported that response is low at present. Michelle has sent e-mail reminders. Christine will contact Michelle with names of those who need another reminder. Cabinet would like to be apprised of assessment results.

4. Update on Cabinet Meeting-PIP discussion:

Paul reported that the PBIE Committee will only rank new faculty/staff associated with a new program. Other requests will go through the Administration and Cabinet (i.e., replacement lines). President Richards requests that the PBIE Committee remain focused on looking forward to the future. There will be an annual meeting in February between PBIE and the Cabinet, to collaborate on the proposals before ranking is done.

(The last meeting will be in 2 weeks. Final vote will be done on the Manual and new Co-chair.)

Respectfully submitted, Beveley Marchesani