

**Process Development & Policy (PDP) Meeting Notes - Draft**

Wednesday, December 13, 2017, 10:30 -11:30 AM, DISC 464

**Members:**

- |   |  |  |                          |
|---|--|--|--------------------------|
| ✓ (Co-chair) Ruth Johnston                                | ✓ Claire Peinado                       | ✓ Kendra Yoshimoto                     | ✓ (staff) Adrian Sinkler |
| <input type="checkbox"/> (Co-chair) Sandeep Krishnamurthy | <input type="checkbox"/> Daniel Jacoby | ✓ Phil Akers                           | ✓ (staff) Eleonora White |
| ✓ Alka Kurian   | <input type="checkbox"/> Ed Buendia    | ✓ Pierre Mourad                        | ✓ (staff) Segan Jobe     |
| ✓ Beth Beam   | ✓ Elaine Scott                         | ✓ Sarah Leadley                        | ✓ (staff) Steve Walline  |
| <input type="checkbox"/> Bruce Burgett                    | ✓ Emily Christian                      | <input type="checkbox"/> Shari Dworkin | ✓ (staff) Uma Raghavan   |
| ✓ Casey Mann  | ✓ Gowri Shankar                        | ✓ Susan Jeffords                       | ✓ (CCPB) Linda Watts     |
| ✓ Christian Adams   | ✓ John Kim                             | ✓ (CCPB) Barbara Van                   |                          |
| ✓ Cinnamon Hillyard                                       | ✓ Jonathan Cluts                       | ✓ (staff) Amanda Kim                   |                          |

**Agenda:**

	Topic	Discussion	Recommendations/ Follow-up	Person Responsible
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Introduction: OD Specialist Sheri Willis</li> </ul>	<ul style="list-style-type: none"> <li>Along with Jeff Potter (Analyst), Sheri will support the RCM rollout</li> </ul>		
<b>Agree on Modified Collaboration Principles</b>	<p>Modified from 11/15 Draft:</p> <ol style="list-style-type: none"> <li>Align with institutional mission and goals</li> <li>Demonstrate a UW Bothell-first, rather than School/Unit-first, approach to planning activities</li> <li>Optimize programs and services</li> <li>Recognize and support the greater good of UW Bothell's value to the community</li> <li>Use evidence to make decisions, assess results and make improvements</li> </ol>	<ul style="list-style-type: none"> <li>Change "values" to principles</li> <li>Add mission to first principle</li> </ul>	PDP unanimously voted to adopt principles; to be reviewed by CAD etc.	Ruth Johnston, Sandeep Krishnamurthy
<b>Accountabilities Table Discussion</b>	<ul style="list-style-type: none"> <li>Venues for use</li> </ul>	<ul style="list-style-type: none"> <li>In discussions around curricular development</li> <li>Decision-making groups with authority</li> <li>Any group that advises or makes decisions</li> <li>AALC, CAD, CET, GSO, Cabinet, ASUWB, CLC, ESAC, SAF, Diversity Council, CACS, CACES</li> <li>Faculty Councils</li> <li>Within Schools and Units</li> <li>Admin Council</li> <li>Other cross-functional groups</li> </ul>		

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	<ul style="list-style-type: none"> <li>How principles could be applied</li> </ul>	<ul style="list-style-type: none"> <li>Important to create clear communication pathways between groups in order to exercise principles</li> <li>Inquiry: ask who needs to be consulted</li> <li>Need to develop <u>criteria</u> for some of the principles</li> <li>Note and rationalize when principles are more salient than others</li> <li>Use principles to develop process</li> <li>Use to frame decisions, conversations, ask questions</li> <li>Use in annual reporting and charge letters/activity scopes</li> <li>Use to frame decision making/resources around curriculum</li> <li>Use to communicate decisions</li> <li>Performance management</li> </ul>		
	<ul style="list-style-type: none"> <li>How conflicts/concerns can be resolved</li> </ul>	<ul style="list-style-type: none"> <li>Need clear decision-making rules</li> <li>By bringing people together using principles</li> <li>Build into culture by consistently reviewing principles in every meeting/venue</li> <li>Use principles to communicate the outcome of a post-escalation process</li> <li>There is a possible discrepancy between principles 2 &amp; 3: if the institution is given primacy over Schools/Units, there is a possibility of conflict between programs run by Schools if the institution's missions/values were to change. Need to ensure equity between schools that are running these programs if the mission/values change</li> <li>At UWB, <u>propose</u> an Advisory Council to the Chancellor that will promote accountability to principles: small council consisting of faculty, staff and students</li> <li>At UW Seattle, seek Ombud or Conciliation Board if needed</li> </ul>		
<b>P2I Update</b>	<ul style="list-style-type: none"> <li>Power BI UWB Faculty Metrics Dashboard</li> </ul>	<ul style="list-style-type: none"> <li>Power BI Desktop (not to be confused with the web app) must be installed first via UWBIT software request form before files on PDP SharePoint can be accessed</li> <li>Not Mac compatible</li> </ul>	Download Power BI Desktop	PDP

	Topic	Discussion	Recommendations/ Follow-up	Person Responsible
		<ul style="list-style-type: none"> <li>• Grew out of Faculty Composition Metrics</li> <li>• Available data: FTE-based and SCH-based institutional rollup and unit level data</li> <li>• Fee-based and divisional level data not available yet</li> <li>• FTE are agnostic of what payment is for, but inclusive of GOF and DOF</li> <li>• One benefit: can track actuals against goals</li> <li>• Accounting practices affect the data actuals; current issue is reconciliation at end of year for state-based/fee-based</li> <li>• Can view distribution</li> <li>• Can also view raw/underlying data</li> <li>• Data is exportable</li> </ul>		
	<ul style="list-style-type: none"> <li>• Curriculum Planning Tool – Version 2</li> </ul>	<ul style="list-style-type: none"> <li>• IR has worked closely with Schools/P2I to improve the tool</li> <li>• Can use Power BI data to input into curriculum planning tool</li> <li>• FYPP’s data will populate other schools’ plans</li> <li>• Can view projected student FTE/Faculty ratio when changing faculty composition i.e. test out different scenarios</li> </ul>		

**Next Meeting:** January 31, 2018, 11 AM – 12:30 PM, DISC 464