### Process Development & Policy (PDP) Meeting Notes

**Wednesday, November 15, 2017, 10:30 -11:30 AM, DISC 464**

#### Members:
- **(Co-chair) Ruth Johnston**
- **(Co-chair) Sandeep Krishnamurthy**
- **Alka Kurian**
- **Beth Beam**
- **Bruce Burgett**
- **Casey Mann**
- **Christian Adams**
- **Cinnamon Hillyard**
- **Claire Peinado**
- **Daniel Jacoby**
- **Ed Buendia**
- **Elaine Scott**
- **Emily Christian**
- **Gowri Shankar**
- **John Kim**
- **Jonathan Cluts**
- **Kendra Yoshimoto**
- **Phil Akers**
- **Pierre Mourad**
- **Sarah Leadley**
- **Susan Jeffords**
- **(CCPB) Barbara Van**
- **(CCPB) Linda Watts**
- **(staff) Eleonora White**
- **(staff) Segan Jobe**
- **(staff) Steve Walline**
- **(staff) Uma Raghavan**
- **(staff) Amanda Kim**
- **(staff) Adrian Sinkler**

#### Agenda:

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<td><strong>Welcome &amp; Updates</strong></td>
<td>• EAB Business Affairs Forum&lt;br&gt; • Budget model transitions a common thread&lt;br&gt; • Collaboration values on many people’s wish list, to avoid unattended consequences</td>
<td>PDP agreed to adopt for UWB use (not PDP use), pending final adoption at next meeting</td>
<td>Ruth Johnston, Sandeep Krishnamurthy, Amanda Kim</td>
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<td><strong>Agree on Collaboration Values</strong></td>
<td>Worked from Draft: &lt;br&gt; • Align with institutional goals&lt;br&gt; • Use evidence to make decisions, assess results and make improvements&lt;br&gt; • Use and enhance existing courses, programs and services&lt;br&gt; • Build new courses, programs, and services collaboratively and in partnership&lt;br&gt; • Recognize and support the greater good of UW Bothell’s value to the community</td>
<td>Modified Values for Use at UW Bothell in general (CET, CAD, Cabinet, CLC, Units/Schools, etc.):&lt;br&gt; 1. Align with institutional goals&lt;br&gt; 2. Demonstrate a UW Bothell - first, rather than School/Unit - first, approach to planning activities&lt;br&gt; 3. Use evidence to make decisions, assess results and make improvements&lt;br&gt; 4. Optimize programs and services&lt;br&gt; 5. Recognize and support the greater good of UW Bothell’s value to the community</td>
<td>Ruth Johnston</td>
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<td><strong>P2I Update</strong></td>
<td>• Budget template&lt;br&gt; • P2I’s Fall goal to adopt a template (attached) for use by School/Unit Administrators to support the decision making of Deans/Unit Heads&lt;br&gt; • P2I members are working to input data and test robustness&lt;br&gt; • Template is best used for School/Unit multi-year planning and inform annual budget process&lt;br&gt; • Multi-year template</td>
<td>Check in with your P2I representative&lt;br&gt; Budget template to be sent to PDP&lt;br&gt; Build budget process</td>
<td>P2I Amanda Kim PDP</td>
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|       | • PDP to build a budget process, which can leverage or inform template  
• Summer quarter and SAF funds to be added to provide comprehensive picture | Budget template approved by PDP | |
| Provost’s Budget Info Request | • Highlights | • February 1, 2018 deadline  
• Need signatory approval that input was sought from student/faculty leadership  
• Campus must cover 2% merit increases  
• CAD to discuss vitality of units/schools for input  
• CAD to decide whether or not to complete the spreadsheet process at the School level | IPB to gather data to support campus response  
Ruth Johnston  
Amanda Kim to send request materials |