December 5, 2023
Noon – 1:20
In person: Gould 208J
https://washington.zoom.us/j/96471410721

Faculty Present   Staff Present

12. Dan Abramson   1. Edith Olguin
13. Marina Alberti   2. Diana Siembor
14. Christine Bae
15. Rachel Berney
16. Branden Born
17. Christopher Campbell
18. Manish Chalana
19. Keith Harris
20. Helen Pineo
21. Mark Purcell
22. Qing Shen
23. Dylan Stevenson
      David Blum

Approval of Minutes:

Approve minutes from November 21, 2023 faculty meeting – **Approved**

Review of chair's note:
- Course prefix will change from URBDP to URBAN
- Three Joint RE/URBDP courses have shared ABB incorrectly, this will be changed, they will be cross listed but not sharing ABB.

The Chair ran an 'ACSP thought exercise' based on two questions:
- 5 words that represent for you the soul of Planning.
- Who are your mentors, motivators?

Answers were shared.

CBE Research: Requests/observations from the office and staff
This topic will mean different things depending on how long you've been in the college. We now have an Office of Research with significant support capabilities similar to the larger research units on campus. We should, as PIs, be engaging with staff (Mike and Monique) early and often, and thinking of them as part of the research team in all stages of proposal development, grant administration, and monitoring. As mentioned in a previous meeting, the UW is (well, it will be sometime soon), through updates with Workday and the financial transformation, much more able to track compliance and perform general grant administration services. For those of us who've been around awhile, this means changing our PI culture to adapt to having more resources on one hand, and the additional time required to employ them on the other. We'll need to be more consistent with UW (and CBE) policy as well.

Issues the Office of Research has observed in the college and in our department include:
·   Mike and Monique want to help, should be part of the team, and are not simply bureaucratic liaisons. It's a recipe for a bad relationship if you treat them poorly—they are here to help us. This

shouldn't need to be said, but don't yell at them, and don't be mean. Seriously, this has been a problem with our faculty.

· Working before the contract is completed. Try not to do this, and if you do, there is a process to follow to make future budgeting easier.

· PIs not following OSP procedure. Like working before the contract, or not being willing to do IRB…this is required by the UW, it should be a no-brainer but is definitely a way to derail your grants.

· Communicate with the grant support team early and often: before, during application, and during the grant

· Timeliness: this is crucial and not following the timeline requirements of their office will result in your not applying for the grant you are trying to get. It's important for the grant support team to be able to schedule the work required by PIs across the college. The financial transformation now will push grants with our PIs, even grants attempted through other units, to our grant support staff. So there's no way to avoid our timeline requirements…though you could talk with them along the way and probably work something out.

· Ethics: protect all of us and follow OSP and UW Policy. This particularly pertains to IRB, but extends generally to use of student labor, etc.

The chair invites faculty to send observations to him via email, he can send a message to the CBE Research office as a group.

Discussion: tech in the classroom, expectations post-Covid, departmental messaging?
Faculty shared points of view about these topics. There will be further conversations about this.
M. Alberti and D. Stevenson will share the instructions they design to help students with the preparation of their thesis. The proposal is to design a roadmap template that can be used for the department.

Legislative Proviso update and discussion(?) - Tabled for the next faculty meeting.

Adjourned at 1:25