CBA Professional Development Committee Meeting  
November 7, 2001

Minutes

Present: Jim Beatty (Chair)  
Tony Cherin  
Chee Chow  
Ken Marino  
Ron Stampfl  

Absent: Bob Wilbur (Excused)

1. Jim Beatty, Chair, called the meeting to order at 10:05 A.M.

2. The distributed meeting agenda was adjusted and approved.

3. Minutes of the 10/24/01 meeting were approved as distributed.

4. Shelley Herron (Director of Communications) and Raine Bascos (Graphic Designer) were invited to speak to the Committee regarding website development for the three-tiered website approach for displaying faculty research activities. Raine will create a button on the COBA website for Faculty Research. Faculty will be asked to submit clean, clear, scannable copies of the first page of journal articles to her, along with a copy of the table of contents for that volume/issue of the journal. The first page should include the full citation (article title, journal name, authors, date, volume, issue, and page numbers) and the abstract. If the first page does not include a complete citation, all relevant information should be included in the table of contents for that volume/issue. Raine will then scan these pages and save them as pdf files that can be included in the first tier of abstracts. These abstracts will be inserted in alphabetical order. The Committee agreed that Raine should work on the first tier for now and that the Committee would send out a call for journal abstracts as soon as she is ready to receive them. She will work on the second tier (professional presentations and proceedings) and third tier (works-in-progress) after the first tier has been completed and the process has been evaluated.

5. Shelley also reported on the progress of the faculty photos, indicating that faculty will be contacted to schedule appointments. Faculty will also be able to receive copies of the photos via email, which they can then use for other purposes in addition to what might be done on the COBA website and the College’s publicity and information sharing.

6. The Committee expressed concern when learning that none of the SDSU FDP applications were funded across campus. It was noted that Dean Hergert had contacted Dean Popp to express the College’s disappointment. He also requested that the structure of the SDSU FPD Committee be changed in the future to include a representative from the College of Business.
Administration. In the COBA Professional Development Committee's view, since there are automatic slots for approximately three former grant recipients to serve on the SDSU Committee every year, it is extremely difficult to have representation on that committee without having a faculty member from the COBA being a grant recipient.

7. The Grant-in Aid Proposals were reviewed. Two proposals had been submitted. The Committee approved both proposals and ranked them. The Committee also completed the required rating information sheet for each proposal, describing a) the merits of the proposal, b) the weaknesses of the proposal, c) a realistic probability that the applicant will receive outside funding to complete or extend this work, d) the impact of the requested funds on the applicant's research program, and e) other comments.

8. Chee Chow reported on the progress of the Research Support Group (RSG). The first meeting of this group has already been held, with a very strong turnout. Numerous suggestions were made by the group's members in the initial meeting, including such ideas as inviting scholars in the Southern California area to speak to the group and inviting journal editors in the area to meet with the group. The RSG will also be responsible for coordinating the brown bag efforts.

9. Chee reported on the progress of the survey being designed for the faculty. The "list" of nine tasks or goals of the Committee should be included in the cover letter for the survey, which will then be emailed to all faculty. Hard copies will also be placed in each faculty member's mailbox to provide individuals with anonymity if desired. A time-certain for the return date is to be determined before sending out the survey.

10. The sabbatical proposals were reviewed for any preliminary disqualifications. The sabbatical rules require that the Committee give applicants an opportunity to revise and resubmit proposals that are deemed to be unsatisfactory. The Committee did not find reason to reject any proposals in the initial review. There were four applications, and these applications will be discussed and ranked at the next meeting of the Committee.

11. The Committee is scheduled to meet on November 21, 2001, in the Dean's Conference Room, from 10:00-12:30. If necessary, this date may be changed in order to complete the review and ranking of the sabbatical applications within the deadline. Committee members will be informed if the date is changed.

12. Jim Beatty, Chair, adjourned the meeting at 11:35 A.M.