CBA Professional Development Committee Meeting  
September 5, 2003  

Minutes  

Present: Jim Beatty  
    Larry Rhyne  
    Donald Sciglimpaglia  
    Moon Song  
    Bob Wilbur

Excused: Chee Chow

Absent:

Guest: Shelley Herron (10:15-10:30)

1. Jim Beatty, 2002-2003 Chair, called the meeting to order at 9:00am on September 5, 2003, in the Dean’s Conference Room.

2. Moon Song (Finance) and Donald Sciglimpaglia (Marketing) were welcomed as new members of the Committee. Their terms will run from Fall 2003 through Spring 2005.

3. It was moved, seconded, and approved (unanimous) to elect Jim as Chair for the 2003-2004 year.

4. The meeting agenda was reviewed and approved.

5. Minutes of 05/02/2003 were moved, seconded, and approved (unanimous) with no corrections.

6. The Committee will meet on alternate Friday mornings from 9:00-10:30 in the Dean’s Conference Room for Fall 2003. The meeting dates will be 9/5, 9/19, 10/3, 10/17, 10/31, 11/14, 12/5, and 12/19 (if necessary).

7. The section of the Policy File pertaining to the Professional Development Committee was distributed in advance of the meeting and was reviewed at the onset for the benefit of both returning and new members.

8. The Committee reviewed numerous documents pertaining to grants and awards relative to this Committee’s responsibilities. Jim distributed the following documents in advance of the meeting: a) Memo From CBA Academic Affairs regarding grants, awards, and dates; b) the CBA Criteria for RSCA; c) website information regarding the University’s Grant-In-Aid for Research; d) the University’s application forms for faculty Grant-In-Aid for
Research; e) the Grant-In-Aid guidelines and time schedule; f) the Grant-In-Aid routing sheet for signatures; g) a list of last year’s GIA recipients and project titles; h) the University’s FDP and RSCA forms; i) the University’s sabbatical leave/difference-in-pay forms; j) information regarding the Fred J. Hansen Institute for World Peace minigrants; k) information about project grants for undergraduate and graduate business education from the Kemper Foundation; l) information about the University’s Minority Research Infrastructure Support Program (M-RISP); j) information regarding the MBA Consulting Program (BA 795) as it might pertain to awards, grants, and professional development; and k) information regarding the Brownbag program, as re-designed by Chee Chow.

9. The Committee discussed the University’s requirement of annually revising and/or reaffirming the College’s criteria for the RSCA awards. After considerable discussion, Jim was asked to re-write the criteria in accordance with the Committee’s guidelines and distribute the revision to the faculty.

10. Bob Wilbur distributed the timeline for the Fall 2003 award schedule. Applications for the FDP, RSCA, G-I-A, and CBA FDP (including CIBER and HTM) must be submitted to the College by September 26, 2003. Applications for sabbaticals and DIP leaves must be submitted to the Departments by September 22, 2003, and are then due to be forwarded to the College by October 22, 2003. The Committee will again follow a staggered evaluation process, making decisions regarding FDP recommendations on 10/3, decisions regarding RSCA recommendations on 10/17, decisions regarding G-I-A recommendations on 10/31, decisions on sabbaticals and DIP leaves on 11/14, and decisions regarding CBA FDP (including CIBER and HTM) recommendations on 12/5.

11. The page length of the various applications was discussed, especially in regard to whether page limitation criteria should be imposed. Since requests for proposals (RFPs) have already been distributed to the faculty for 2003 applications, the Committee will consider this matter at the conclusion of the current year’s application season. The University imposes its own guidelines over many of these applications, while the College does have control over others. It was noted that since many individuals apply for more than one award, a common format and length requirement would be advantageous whenever possible.

12. Don Sciglimpaglia discussed how the MBA Consulting Program (BA 795) might be beneficial to the professional development of faculty, as well as for faculty and college exposure in the community. Don agreed to write up information about this concept to share with the Committee.

13. The new format of the Brownbag sessions was discussed, noting that Departments will be taking responsibility for Brownbag presentations. Chee Chow has made arrangements with several Department groups, with a full schedule for the Fall. The Committee will discuss the revised Brownbag
format at future meetings and looks forward to Chee Chow’s leadership in this activity.

14. Shelley updated the Committee on the progress of the website and the faculty expertise guide. New faculty photos will likely be taken in an effort to keep the photos current. The Faculty Expertise Guide is being developed as well. Don suggested that the College pursue finding a sponsor (company or organization) to financially help support the proposed “Research New” or the online Newsletter. Shelley agreed to pursue this idea.

15. The next meeting of the Professional Development Committee will be on Friday, September 19, 2003, from 9:00-10:30, in the Dean’s Conference Room.

16. Jim Beatty adjourned the meeting at 10:32am.