CBA Professional Development Committee Meeting
November 14, 2003

Present:  Chee Chow
          Moon Song
          Don Sciglimpaglia
          Bob Wilbur
          Bruce Reinig (for Jim Beatty)
          Ken Marino (for Larry Rhyne)

1. Bob Wilbur, acting chair, called the meeting to order at 9:05am in the Dean’s Conference Room.

2. Bruce Reinig and Ken Marino are attending the meeting in lieu of Jim Beatty and Larry Rhyne, respectively, who have submitted sabbatical proposals. Under the committee’s operating rules, committee members who apply for either a sabbatical or difference-in-pay leave cannot participate in the deliberations and/or rankings of sabbatical proposals. Instead, they will be replaced by a qualified member of their respective departments for that particular process and meeting. The replacement individuals must rank the proposals of all candidates applying for sabbaticals and differences-in-pay, not just those within their own departments. The permanent members of the committee expressed their appreciation to Bruce and Ken for taking time to attend the meeting and participate in the sabbatical evaluation process.

3. The meeting agenda was reviewed and approved.

4. Approval of the Minutes of 10/31/03 was postponed until the next meeting.

5. Bob Wilbur reviewed the results to date of the various faculty research grant programs.
   a. SDSU FDP: No CBA proposals were funded by the University.
   b. SDSU RSCA: The University’s allocation of $17,842 to CBA was used to provide funding to support all or part of the proposals submitted by Lori Ryan, Martha Doran, Heather Honea, and Cristel Russell.
   c. CIBER: Funds totaling $14,500 have been awarded by the CIBER committee to partially support proposals submitted by Don Jung, Matt Aistrich, Cristel Russell, Lori Ryan, and Gangaram Singh.
   d. HTM: Any funding of CBA proposals will be determined by a separate HTM process.
   e. SDSU G-I-A: No results available yet.
   f. CBA FDP: Awards to be determined in December when results of other award programs are known.
6. The ensuing discussion included the following:
   a. HTM should be encouraged to participate more actively in the CBA process by coordinating the timing of its award cycle and using the committee to assist in the dissemination of information on HTM’s research agenda. Carl Winston will be invited to meet with the committee in Spring.
   b. A list of the awardees and project titles should be posted to the CBA web site.
   c. With the permission of the authors, several successful CBA proposals should be posted to the CBA web site to serve as examples.

7. Chee Chow reminded the committee that today’s brownbag will consist of presentations by the Information Systems faculty. Finance faculty will present at the next brownbag on December 12.

8. The committee reviewed and ranked sabbatical proposals for 2004-05. Seven proposals were submitted for the CBA’s four slots. The committee’s rankings will be forwarded to the Dean. The committee received one difference-in-pay leave proposal, which will also be forwarded to the Dean.

   The committee discussed the need for the University to increase the availability of sabbatical leaves given the number of eligible faculty relative to the number of slots.

9. In open discussion the following suggestions were made to improve the committee’s contribution to faculty development:
   a. Clarify grant application opportunities and processes by creating a web site, holding a workshop, and including more information in new faculty orientation. The committee agreed to implement these suggestions for next year.
   b. Work for more funds to support faculty travel to conferences.
   c. Create a fund to support faculty need for help with small, out-of-pocket costs that help get projects off the ground.

   Bob Wilbur reported that CBA has submitted a $450,000 faculty development grant proposal to a private donor. A response is expected before the end of the semester.

10. The next meeting will be December 5, 2003. Ranking of CBA FDP proposals will be the primary agenda items.

11. Meeting adjourned at 10:30am.