CBA Professional Development Committee Meeting  
February 6, 2004

Minutes

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

1. Jim Beatty, Chair, called the meeting to order at 9:02am on February 6, 2004, in the Dean’s Conference Room.

2. Minutes of 01/23/2004 were moved, seconded, and approved (unanimous) with minor modifications.

3. The meeting agenda was reviewed, modified, and approved.

4. The Committee invited Gary Grudnitski to meet for the purpose of discussing the Grant-In-Aid Awards. Gary is a member of the University committee that reviews these applications, and the Professional Development Committee is interested in better understanding the process and in exploring ways of enhancing the applicants’ opportunities for being successful in winning awards. Gary reported there were approximately 71 G-I-A applicants for 2003-2004, with 25 grants awarded, about a 35% acceptance rate. Of the $414,000 requested by the 71 applicants, approximately $114,000 was awarded. Gary reported that the quality of the applications has improved at all levels and the process is very competitive. The G-I-As are designed to provide seed money to either help a faculty member get started on a research project or to help him/her finish an existing project. He suggested that applicants should be careful to avoid inflating travel costs in the applications. He also suggested the Professional Development Committee should not be too concerned with limiting its assessment comments just to conform to the brief amount of space allotted on the comment form. Other Colleges within the University often include a “see attached” statement, then go well beyond the three or four lines available when providing comments. The Committee noted it would provide more documentation next year but also asked Gary to encourage the University’s committee to consider revising its form to reflect that additional space for comments is acceptable. This would allow for standardization of the evaluations in regard to length. Gary agreed to bring the topic to the attention of that committee for consideration. The Professional Development Committee thanked Gary for his diligence and his
feedback in this process and appreciated the opportunity to gain from his insight and experience at the University level.

5. The Committee then met with Debbie Brighton and Jennie Amison from the SDSU Foundation. Debbie and Jennie had been invited to meet with the Committee for the purpose of continuing dialogue regarding a future luncheon that might be hosted by the Foundation for interested business faculty regarding grants, grant opportunities, and grant writing. The Foundation is very interested in providing support for business faculty and in encouraging the business faculty to apply for grants. Knowing that for various reasons the College is far less active in pursuing such opportunities than other Colleges, both the Committee and the Foundation believe a workshop might provide an excellent forum for increasing interest in and applications for local, State, and Federal grants, as well as other grant formats. Debbie and Jennie then agreed to host such a workshop with a working lunch and provide a meeting location, most likely in the Gateway Center. Jim and Debbie will correspond to determine a time and date. Faculty will then be informed of the opportunity and will be asked to RSVP so the Foundation can better plan for meals and meeting space. The target date will be near the end of April.

6. Bob Wilbur reminded the Committee nominations for the Alumni Awards for Outstanding Faculty (the Montys) are due into the Office of Academic Affairs by February 23. Academic Affairs will then return the nominations to the College of Business Administration, which will forward all nominations to the Professional Development Committee for deliberations.

7. Don and Moon shared thoughts for improving the Professional Development Committee’s website. Their suggestions included stronger Archives and more detailed Information for Faculty. In regard to archives, they suggested including past Committee minutes, prior awards summaries (including spreadsheets reflecting recipients, categories, dollar amounts, department representation, etc.), the status of awards of previous projects, a paragraph summary of faculty findings and/or results, sabbatical results, and links to prior proposals.

8. In regard to Information for Faculty, they suggested explanations of various grant programs, hot links to additional SDSU documentation, details on programs, detailed criteria used for evaluating applications, timelines for award applications and processes, a sample proposal, information on the calculation of salary and student assistance costs as required for application purposes, and downloadable templates. The Committee will continue to pursue this discussion.

9. The Committee discussed standardizing the application formats as much as possible and will continue pursuing this discussion as well.

10. The next meeting of the Professional Development Committee will be on Friday, March 5, 2004, from 9:00-10:30, in the Dean’s Conference Room.

11. Jim Beatty adjourned the meeting at 10:40am.