Minutes

Present: Jim Beatty
       Chee Chow
       Larry Rhyne
       Moon Song

Excused: Donald Sciglimpaglia
       Bob Wilbur

1. Jim Beatty, Chair, called the meeting to order at 9:30am on March 5, 2004, in
the Dean’s Conference Room.

2. The minutes of 02/06/2004 were moved, seconded, and approved
(unanimous) without modification.

3. The meeting agenda was reviewed and approved.

4. Moon Song reported on a list of topics that should be included in the website
for the Professional Development Committee. The Committee discussed the
purpose of the website, what the Committee hopes to accomplish, including
what faculty would like to see on the site, and what is needed to make the
website become a reality. In addition to the list presented by Moon (see the
minutes of February 6, 2004, for the more detailed list), the Committee
emphasized the need to encourage collaboration among colleagues, the
desire for faculty to keep informed regarding each other’s research activities,
an awareness of the grants and application process for such grants, as well
as the results of funded grants. The Committee reviewed previous efforts in
this regard from past years, including efforts to generate a site that includes
homepages for all faculty (using a reasonably uniform format), abstracts of
faculty’s most recent publications, and simplified, non-time-consuming links
that would allow external parties to learn about our faculty and the College.
Chee and Moon agreed to meet and develop a survey to assess what faculty
would hope to find at the website. Moon also agreed to spearhead the
completion of the website effort, knowing such an effort needs a champion for
it to be accomplished. Nancy Kavanaugh will be invited to attend a future
meeting of the Committee once Chee and Moon have information to share as
a result of their survey.

5. The Committee then discussed a more systematic approach for addressing
grant applications. The Committee reviewed the previous discussions (see
the minutes of February 6, 2004, for the more detailed list). Various concerns were expressed regarding the standardization process, including the need for consistency regarding requirements of the divergent grant RFPs, the development of a prototype application to serve as a guide for applicants, and other concerns that should be addressed. The Committee agreed that progress in this effort is important. The Chair was directed to ask Don Sciglimpaglia to lead the Committee in this effort.

6. Jim reported on the progress made with the SDSU Foundation and the establishment of a date for the workshop on grants. Jim will send an announcement to the faculty regarding the time, date, place, and purpose of the workshop, with an RSVP so the Foundation can better plan for meals and the space needed for accommodating participants. The workshop will be from 11:30 to approximately 1:00 or later on April 30, 2004.

7. The Committee was informed few nominations were received by the Office of Faculty Affairs by the deadline date for the Alumni Awards for Outstanding Faculty. Nominations were to have been forwarded directly to Faculty Affairs by faculty who wanted to recognize colleagues for their achievements. The Committee discussed reasons why so few nominations were forwarded, given that several announcements went out from the College to the faculty and from the Office of Academic Affairs. The Committee expressed disappointment in the limited number of responses to the call for nominations, since the Alumni Awards for Outstanding Faculty provide an opportunity to recognize and honor deserving faculty. The next steps in the process are for the Dean’s office to attach current resumes to the applications and distribute them to Committee members for further deliberations. The College Committee is then to submit up to three unranked nominations to the Dean, who then makes additional comments and forwards the nominations to the Office of Faculty Affairs.

8. The Committee discussed the call for nominations for COBA Faculty and Staff Awards. Jim agreed to discuss the deadline dates for these nominations with Bob Wilbur upon his return to campus, the format for the presentation of these awards, and sending an announcement to the faculty.

9. The next meeting of the Professional Development Committee will be on Friday, March 26, 2004, from 9:00-10:30, in the Dean’s Conference Room.

10. Jim Beatty adjourned the meeting at 10:45am.