CBA Professional Development Committee Meeting  
March 26, 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 9:05am on March 26, 2004, in the Dean’s Conference Room.

2. The minutes of 03/06/2004 were moved, seconded, and approved (unanimous) without modification.

3. The meeting agenda was reviewed and approved.

4. The Committee reviewed the nominations and actions taken regarding the Alumni Awards for Outstanding Faculty (the Monty’s). Three unranked names were submitted to the Office of Faculty Affairs by the deadline, with written comments based on input by those nominating the candidates, their resumes, and input from the Committee members. The Committee then discussed the need for promoting the Alumni Awards for Outstanding Faculty more vigorously next year in an effort to get more nominations and more details with which to support nominations.

5. The Committee discussed the call for nominations for the College of Business Administration Faculty and Staff Awards. The Professional Development Committee is responsible for seeking nominations by faculty and staff for the annual Faculty and Staff Recognition program. These awards provide opportunities to recognize and show appreciation for our colleagues. The Committee determined that the deadline date for nominations this year should be April 8, 2004. Those wanting to nominate someone for an award are expected to write a letter giving support and justification for the nomination. The Committee will select up to eight faculty and six staff members as honorees. These individuals will be recognized via various formats, including formal recognition at programs, acknowledgement in the May issue of Inside Business, and by having their pictures displayed in a prominent location during the following year. The Committee strongly supports the use of the “End of the Year Event” as an appropriate venue for recognizing these individuals, as well as acknowledgement at one of the “Patio Presentations,” at the Honors Convocation, and in College publications. The Committee also voiced support for having the honorees’ pictures prominently displayed in the hallway and a continuation of the presentation of brass plaques for office doors.
6. The Committee expressed great sorrow in the passing of Professor Milton Chen. It considered various ways in which he and other faculty might be more permanently remembered within the College. Suggestions included the naming of various rooms in honor of such faculty, naming awards for such faculty, such as the “[Name of the Professor] Award for the Outstanding Student in the [Department or Major],” and various other approaches. The Committee felt very strongly that the College and the University does not go nearly far enough in recognizing and appreciating present and former faculty and staff and that ways should be considered to remedy this shortcoming.

7. Bob and Chee agreed to develop the “picture wall” and review the wording on brass plaques. Bob will provide a list of all former honorees of the faculty and staff awards so that Jim can include this list in the call for nominees for 2004, which will be distributed on March 27, 2004, to the faculty and staff.

8. Moon Song reported on the development of a survey to gather faculty input regarding what should be included in the College’s website, including the website for the Professional Development Committee. Moon and Chee will circulate the survey and have the findings available for the April 9, 2004, meeting of the Committee. Various formats for creating the survey were discussed.

9. Jim discussed the status of the joint workshop between the Professional Development Committee and the SDSU Foundation. The announcement has been sent out, and faculty have been asked to RSVP by Friday, April 9. The workshop date is April 30. The length of the workshop is to be determined. It will begin at 11:30, and lunch will be provided by the Foundation. The workshop will likely conclude sometime between 1:00 and 2:00pm. The location of the workshop is also to be determined; it may be in the Gateway Center. Attendance to the event is by RSVP only because the Foundation needs to plan for meeting space, meeting format, and for lunch. Jim reported that considerable interest has been expressed for the workshop by faculty.

10. Don led a discussion about a more systematic approach for addressing grant applications. He provided a list of items that might be a part of all applications, including a) an executive summary or abstract (one page maximum), b) a brief description of the project, c) project background and literature review (with a limitation to the length of citations), d) the specific objectives of the project, e) the methodology, f) the importance of the study or project to [society, discipline, college, department, TRP progress, student learning, etc., as appropriate for the grant], g) the degree of inclusion and involvement of students in the project [as appropriate for certain grants], h) a timeline for the project, and i) a clearly defined budget consistent with all applications. The Committee would develop a fixed template for the budget so that all applicants would follow the same format regarding budgetary matters. Further, the format would be standardized in regard to page limitations, layout (margins, spacing, and font), and budget format (with a designed Excel workbook). The application template would be boilerplated in Word with sections and protected headings so the applicant could focus on
the quality of the proposal without having to focus on or create his/her own formatting. The Committee also discussed creating a sample application, based on one of the successful applications received in the past. Don will undertake this endeavor, with support from the Committee and the Dean’s staff. The Committee also discussed the need for different versions of the template to be consistent with differences in the various grant RFPs. The Committee concluded it would not be difficult to create several grant application templates (e.g., SDSU FDP, RSCA, G-I-A, CIBER, COBA FDP) that would still satisfy the objective of having a uniform approach that would be helpful for both the applicants and the reviewers. These templates could then be posted on the College’s website and downloaded by the applicants.

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

12. The Committee was adjourned at 10:45am.