COBA Professional Development Committee Meeting  
April 23, 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 April 23, 2004, in the Dean’s Conference Room.

2. The minutes of 04/09/2004 were moved, seconded, and approved (unanimous) without modification.

3. The meeting agenda was reviewed and approved.

4. The Professional Development Committee reviewed the awards program and the faculty and staff nominated and selected for receiving awards for 2003-2004. The Committee decided to contact the individuals who had nominated the 2003-2004 honorees, requesting them to develop a summary paragraph of approximately 200-250 words that can be read at the various award ceremonies at the end of the year and that would be appropriate for inclusion in the various publications circulated by the College of Business Administration.

5. The Committee reviewed the call for nominees for various awards and the nomination process. It decided to review this call in the Fall of 2004 and consider any necessary and appropriate changes.

6. The Committee discussed the re-design of the College of Business Administration’s website, the various links to materials, the structure of the website, etc. Committee members expressed concern that the initial link to the COBA website remain reasonably simple and uncluttered, with links that would lead to more detailed websites. Such links are to include those to department websites, committee websites, undergraduate and graduate program websites, websites regarding majors, course websites, research websites, and individual faculty websites, among others. For example, a link from the COBA website to the College Committees website would then provide a link to the Professional Development Committee, which would in turn have links to the minutes of the Committee (perhaps covering several years of minutes), as well as links to various grants, grant protocols, samples of previous grant applications, templates designed for specific grant applications, links to various professional development workshops,
brownbags, awards, links to university-wide grant programs such as RSCA, G-I-A, etc. Moon and Chee will meet with Nancy Kavanaugh to help prepare the revisions for the Fall 2004.

7. Jim discussed the status of the joint workshop between the Professional Development Committee and the SDSU Foundation and reminded the Committee of the time and date for the workshop. He will send out reminders to the various participants prior to the workshop.

8. The Committee was reminded that departments need to review membership, identify terms expiring, and select replacement members if necessary. There are no term limitations for this committee. Each department has one member, as selected by the respective department. The associate dean also serves on the Committee.

9. Don led a discussion regarding the development of protocols for grant applications. He had reviewed previous applications and contacted several applicants for permission to rework their applications to create samples that might serve as guidance for new applicants prior to submission. He shared the original application of one of these examples and then showed a reformatted application that conforms to the tentative new guidelines. Considerable discussion focused on this process and the need to have several examples (e.g., empirical-based research, theoretical-based research, professional development applications, etc.). Chee agreed to work on another example and attempt to modify such an example to conform to the new format. The examples and the format for applications will be the major agenda items for the next meeting.

10. The final meeting of the Professional Development Committee for 2003-2004 will be on Friday, May 7, 2004, from 9:00-10:30, in the Dean's Conference Room.

11. The Committee was adjourned at 10:50am.