COBA Professional Development Committee Meeting
August 27, 2004

Minutes

Present:  Jim Beatty
         Chee Chow
         Bob Wilbur

Excused: Donald Sciglimpaglia
         Moon Song
         Alex De Noble

1. Bob Wilbur, Associate Dean, called the meeting to order at 9:00am on August 27, 2004, in the Dean's Conference Room.

2. The minutes of 05/07/2004 were moved, seconded, and approved (unanimous) without modification.

3. The meeting agenda distributed by Bob Wilbur in advance was reviewed and approved.

4. It was moved, seconded, and approved (unanimous) to elect Jim Beatty as Chair of the Committee.

5. The Committee reviewed the term periods for the Committee members. Chee, Moon, and Don are beginning their second year of their two-year terms. Jim and Alex are beginning their first year of their two-year terms.

6. Bob Wilbur reviewed the timeline for all grants available to the faculty from the University, the College, and from related programs. The Committee discussed the time frames and potential revisions. Bob reviewed the decision dates for each of the programs. Jim agreed to send out a reminder letter regarding all grant timelines and guidelines.

7. The Committee reviewed the progress made on the website. Faculty are encouraged to use the following link to learn more about the grants and related processes:

   http://www-rohan.sdsu.edu/~cba/admin/index.html#

   The website includes a section that discusses Grant Procedures, Leaves, and Awards. Within that section, faculty can find “Explanations of Grant Programs,” “Application Time Tables,” “Samples of Funded Proposals,” a “Proposal Template” for use when applying for one of the various grants, a “Summary of Previous Grant Results,” and a link to “SDSU’s Grant Procedures, Leaves, and Awards Page.” Considerable time and effort have gone into the development and planning of these tools by the 2003-2004 Committee members. We are in hopes the materials will be user-friendly and of value to the faculty. The goal is to have a systematic approach for grant
proposals and to provide examples for review as faculty prepare their applications. Of course, these are “living documents” that will necessarily need to be monitored and improved as processes change. In some cases, university grants have their own application processes. The Committee has tried to account for these in our efforts to provide guidelines.

8. Beginning in Fall 2004, the College is using a new, standard template for grant proposals. This template can be downloaded from the website (see item number 7 above). Applicants are expected to use the template for their proposals.

9. Bob reported that progress was being made regarding faculty listings on the website, about photos and paragraphs for the College’s award recipients for 2003-2004, and the “picture gallery.” He will keep the Committee informed as progress continues.

10. Chee reviewed the “brownbag” series for 2004-2005. Several presentations have already been arranged.

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

12. The Committee was adjourned at 10:30am.