COBA Professional Development Committee Meeting  
September 10, 2004

Minutes

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

Excused: Alex De Noble

1. Jim Beatty, Committee Chair, called the meeting to order at 9:05am on September 10, 2004, in the Dean’s Conference Room.

2. The minutes of 08/27/2004 were moved, seconded, and approved (unanimous) with minor modifications.

3. Jim was asked to send out a reminder about the due dates for the grant applications, along with reminding the applicants that the new template is to be used for all applications, as discussed in the “Memo from CBA Academic Affairs.” Jim will also point out in his message that the example research proposals available at the website were created during a previous year, prior to establishing the template. Therefore, those writing proposal applications should remember that although the example proposals were created before that template, all applicants must now conform to the new template.

4. Bob Wilbur was asked to review with the Committee the upcoming grant timeline and important dates. The first action item for this process was to approve the Criteria for the RSCA grants. These Criteria must be reviewed and approved every year. Chee Chow suggested editorial changes to the current Criteria guidelines, and Bob will send these changes to the University by the 9/17/2004 deadline date.

5. The Committee discussed other grant opportunities beyond the FDP, RSCA, G-I-A, and CBA FDPs. Among these are opportunities offered by CIBER, HTM, and EMC. David Earwicker will continue to coordinate the CIBER grants, using due dates consistent with the Committee. He will receive some applications directly, and the Professional Development Committee will continue to share appropriate proposals with him. Carl Winston will continue to coordinate his own agenda for HTM, as he sometimes uncovers funding opportunities locally. The Committee encourages him to formalize his process, coordinate the timing, and make opportunity announcements in tandem with the College whenever possible, knowing he has little control of the timing for local community opportunities. Bob will also invite Carl to attend a future Professional Development Committee meeting to discuss the
enhancement of linkages with the Committee. Sandy Ehrlich will again coordinate the EMC grant schedule this year. Bob will ask Sandy for a link that can be included on the College website regarding grant opportunities. The Committee would like to keep track of what awards were granted in all programs and to share that information with the College.

6. Chee discussed the brownbag situation for the next year. With a considerable amount of recruiting going on in the College, attendance may not be as high as in the past, especially on Fridays. Chee has suggested that when departments invite candidates to make presentations, they might invite faculty members outside of their immediate department to attend. This would provide faculty with an opportunity to learn about research in other disciplines as well as meet both current and potentially new faculty. This might be done in lieu of brownbags for this year. Bob will make this suggestion to departments, encouraging them to announce presentations to the College and opening the sessions to expand beyond the host department.

7. Moon reported on the website progress. More links are being created, and the website has been greatly improved. Thanks to Moon, Chee, Bob, and Nancy for their efforts in this project. Chee and Moon will send individual emails reminding faculty to update their profiles and add information as appropriate.

8. Don led a discussion on the process of evaluating proposals. The Committee agreed in general to a rating system that emphasizes the significance of the proposed project, the technical appropriateness of the project, and the appropriateness of the budget request, among other parameters. The Committee will continue this discussion at its next meeting.

9. The Committee also discussed meeting times and dates that would work best for as many of the members as possible. Juggling schedules is a difficult task, especially with the workload of the Committee during the Fall semester. The Committee concluded that Friday mornings from 9:00-10:30 continues to be the optimal time for meetings, knowing that not all members might be available during that time. Jim was asked to obtain schedules and attempt to determine time meeting options.

10. The next meeting of the Professional Development Committee will be on Friday, September 24, 2004, from 9:00-10:30, in the Dean’s Conference Room.

11. The Committee was adjourned at 10:40am.