COBA Professional Development Committee Meeting
September 24, 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 9:10am on September 24, 2004, in the Dean’s Conference Room.

2. The minutes of 09/10/2004 were moved, seconded, and approved (unanimous) with minor modifications.

3. The Committee reviewed individual schedule conflicts regarding the meetings of the Professional Development Committee. The Committee concluded that with the extreme difficulty of finding a common time for all members to convene, since five of the six members are available for meeting on Friday mornings from 9:00-10:30, the Committee will continue to meet during that time frame every other Friday morning, pending any minor schedule changes due to events of the semester. Efforts will be made to be as accommodating as possible within these constraints.

4. The Committee then reviewed the schedule for grant applications and highlighted the decision points. The Committee’s recommendations regarding the University’s Faculty Development Program (FDP) and the University’s Faculty Grant-in-Aid (G-I-A) will be discussed on October 22.

5. There are two conflicts between the newly developed template for proposal applications and the guidelines provided by the University regarding the G-I-A applications. The first conflict is that the G-I-A calls for a maximum 150 word limitation for abstracts, while the College’s template calls for a maximum 250 word limitation. Thus, the revised College template will emphasize these differences in bold, and point out that applicants must conform to the University’s guidelines.

6. The second conflict is that the G-I-A calls for a maximum of three pages for the body of the proposal (description of the project, purpose, etc., excluding the abstract, timeline, and justification), while the College’s template calls for a maximum of five pages. Thus, the revised College template will also emphasize these differences in bold, and point out that applicants must conform to the University’s guidelines.
7. Kelly Doiron will be asked to create a user-friendly cover sheet for the Committee that will allow for making notes, ratings of categories, rankings, and other evaluation procedures that might assist the Committee members in the assessment of the large number of applications that are submitted.

8. Chee and Moon will contact individual faculty and remind them that they are being asked to submit their short biographies and their resumes for the website, as discussed at the faculty retreat.

9. Chee discussed the status of brownbags. The faculty is overloaded for the Fall in regard to activities, including the recruitment activities associated with nine positions. Bob Wilbur also sent a message to the Department Chairs to encourage them to encourage faculty outside the recruiting discipline to be invited to attend candidates’ presentations if possible.

10. The Committee discussed other possible brownbags for the future, including a focus on “Best Practices” in teaching, perhaps teaching large classes, using case studies in the classroom, and managing student teams in the classroom, as well as other possibilities. The Committee will continue discussions regarding these opportunities.

11. Don was asked to review the status of the rating system that will be used to evaluate applications. He noted that the format could also be of value in providing feedback to applications about decisions regarding their applications. Chee will develop a rough draft of the rating system by Monday, September 27, 2004, to be reviewed by the Committee in order for it to be adopted by the meeting of October 8, 2004.

12. Bob Wilbur will pursue inviting Carl Winston and Robert Rauch, Director, SDSU Center for Hospitality and Tourism Research, to the next meeting of the Committee.

13. The Committee briefly discussed one suggestion heard at the retreat regarding the creation of a Teaching Development Committee in addition to a Professional Development Committee. The Committee will continue to discuss this interest.

14. The next meeting of the Professional Development Committee will be on Friday, October 8, from 9:00-10:30, in the Dean’s Conference Room.

15. The meeting was adjourned at 10:30am.