COBA Professional Development Committee Meeting
April 8, 2005

Minutes

Present: Jim Beatty
Chee Chow
Alex De Noble
Donald Sciglimpaglia
Jim Lackritz

Excused: Moon Song

1. Jim Beatty, Committee Chair, called the meeting to order at 9:00am on April 8, 2005, in the Dean’s Conference Room.

2. The minutes of March 11, 2005, were reviewed, moved, seconded, and approved (unanimous).

3. The meeting agenda for April 8, 2005, was reviewed, modified, and approved.

4. In regard to the status of a facility for retired faculty, Jim Lackritz reported that he is still waiting to hear from Tony Fulton’s office regarding estimated costs. Jim will update the Professional Development Committee and the Steering Committee whenever new information becomes available.

5. Jim Lackritz reported that the nominations for Alumni Awards, accompanied by letters of support from the Professional Development Committee, have been sent to Faculty Affairs. The university-level Alumni Awards Committee will now review all recommendations from all colleges and make its selections.

6. Jim Lackritz presented suggested revisions of the forms for the various awards programs, as discussed at the March 11, 2005, meeting. The Committee agreed that these changes will enhance the applications process for those involved, including both applicants and staff. Jim will ask Kelly Doiron to create a document/checklist that can be incorporated with the other documents when the next call for applications is distributed to the faculty. This information will also be posted on the College’s website (http://www-rohan.sdsu.edu/~cba/admin/index.html), in support of the templates already available there for grant applications.

7. Don emphasized the importance of faculty using the templates when writing their grant applications. These documents are already formatted in Word, with the agreed upon font type, font size, margins, etc., which provides conformity among applications. Faculty should be reminded to use the templates in the future.

8. The Committee encouraged Jim Lackritz to meet with Mark Ballam to discuss CIBER’s call for grant applications. The desired outcome is to coordinate the
timing of the grants that the Professional Development Committee oversees and the timing of grant applications sponsored by other programs, including CIBER, HTM, and EMC.

9. Jim Beatty agreed to remind the 2004-2005 grant recipients that progress reports are required. The reports are to be brief (approximately one page) and are to include progress completed to date, especially in regard to timelines provided by the applicant in the original grant request. Documentation regarding funds spent as per original request, data collected, travel completed, etc., should be included in the report. Understandably, these guidelines needed to be modified for summer stipends, since such grants do not carry funding requests for specified items.

10. The Committee discussed the status of the Survey Monkey tool. Jim Beatty reported that several faculty had requested information regarding access to this tool. It was noted that while the College has purchased a site license (approximately $395 for one year), there are some disadvantages to having everyone use this site license. For example, when multiple users create multiple surveys, alls having access to the licensed tool also would have access to all the data created and stored within the licensed software. Don pointed out that the cost of one month’s use of Survey Monkey is approximately $20. For most surveys, one month should provide adequate time to create the survey instrument, collect the data, and save the responses. Thus, it might be advantageous for individuals to request one-month licenses to be supported by individual departments.

11. The Committee discussed workshops and/or Brownbags for the remainder of 2004-2005. Don Sciglimpaglia agrees to conduct a Survey Monkey workshop for interested faculty. Don and Jim Beatty will meet to discuss the format of the workshop. It was suggested that Don demonstrate the development of a simple survey in real time for the audience, using items related to the following issues the Committee is pursuing:

   a. Identification of faculty members with current or previous experience as editors, associate editors, editorial board membership, or reviewer experience for professional journals, along with the identification of these journals.

   b. Faculty satisfaction with the forms and templates currently used for proposals, including whether the templates were helpful, whether they were a burden, whether they are in need of improvement, and, if so, how.

   c. Faculty interest in a brownbag session on Human Subjects Guidelines with regard to conducting research.

   d. Faculty interest in inviting an editor of a journal, either specific to one of our disciplines or a cross-cutting journal, to speak to the College’s faculty at large.
12. The Committee discussed a second workshop to be sponsored by EMC. This workshop would focus on Babson College’s programs and opportunities for our faculty regarding both research and teaching. Alex DeNoble agreed to pursue this workshop with Sandy Ehrlich and report back to the Committee at its next meeting.

13. The Committee discussed the possibility of obtaining funds to invite scholarly guests to campus to enhance professional development among faculty. Jim Lackritz was asked to look into the possibility of obtaining $10,000 for the College, to be divided across the five Departments/Schools, so that each unit could independently invite a scholar to campus in its own discipline, with the focus on professional development. In cases where $2000 is inadequate, the individual unit would be responsible for obtaining additional funds.

14. The Committee reviewed the nominations and nomination process for the 2004-2005 faculty and staff awards. The Committee was disappointed with the number of nominations received prior to several follow-up requests. However, the Committee was pleased that an adequate number of nominations was received in each category by the deadline date. The Committee then discussed the nominations. The designated award recipients will be announced at the end-of-year program.

15. The next meeting of the Professional Development Committee will be on Friday, April 22, 2005, from 9:00-10:30, in the Dean’s Conference Room.

16. The meeting was adjourned at 10:05am.