COBA Professional Development Committee Meeting  
October 28 – December 16, 2005  

Minutes

Present:  Jim Beatty  
          Joe Belch  
          Bob Capettini  
          Alex De Noble  
          David Ely  
          Jim Lackritz

1. The Professional Development Committee met on the following dates during the latter part of the Fall Semester 2005 to discuss the various grant proposals: October 28, 2005; November 11, 2005; December 9, 2005; and December 16, 2005. The Committee agreed that a composite set of minutes would be distributed in the Spring Semester 2006 to summarize these meetings, since the entire purpose of the Committee during that time period was to address and work on the various grant proposals. The Committee noted that nothing would be ready to report until the final funding was determined and the final recommendations were made.

2. The minutes of October 21, 2005, were reviewed, revised, moved, seconded, and approved (unanimous).

3. The decisions regarding the 13 Faculty Development Program (SDSU-FDP) applicants were reviewed on October 28, 2005. Jim Beatty reported that the Committee's written comments for the four most meritorious applications had been forwarded to Dean Naughton on October 27, 2005, as required. The Committee reviewed these letters.

4. The Committee then discussed the Research, Scholarship and Creative Activity (RSCA) grant applications. Fourteen applications were reviewed. Each Committee member had previously evaluated all RSCA grant proposals, using the rating system developed for the review process, and had subsequently forwarded rankings to the Committee Chair. In accordance with University policy, the Committee had requested the College’s Graduate Office recommend a representative from the graduate student body to participate in the RSCA decision-making process. That individual’s evaluations were included in the deliberations. After considerable discussion, final recommendations were made for the RSCA grant applications. The Committee identified three of these applications for special recognition in the final review process. A summary letter regarding the process, with more
detailed recommendations for the most meritorious candidates, was forwarded to Dean Naughton on October 31, 2005.

5. The Committee also reviewed the Grant-in-Aid (GIA) applications on October 28, 2005. Five applications had been submitted for this grant program. The Committee discussed the ratings and rankings of the six Committee members regarding these five proposals. Final recommendations were made, and each of the department Committee members was assigned to write a summary recommendation for one of the five applicants. These recommendations were forwarded to Dean Naughton on Monday, October 31, 2005, for her consideration.

6. Jim Lackritz reported that the applications for sabbaticals and difference-in-pay would be distributed on Monday, October 31, 2005, to Committee members for review. Since one of the applicants is a member of the Committee, the Committee invoked its policy of requesting the Chair of that candidate’s department to appoint an alternative member to participate in all discussions regarding sabbaticals in the Committee member’s absence. Nikhil Varaiya selected Kamal Haddad as the temporary replacement member. Kamal was to review the sabbatical and difference-in-pay applications, while the original Committee member, by policy, is entitled to and responsible for participating in all other non-sabbatical/difference-in-pay discussions.

7. On November 11, 2005, the Committee then met and reviewed the seven applications for sabbatical leaves and difference-in-pay applications. Kamal Haddad participated in that discussion as the replacement member. Again, considerable discussion took place. As there were a number of strong applications, the final decisions were difficult. Based on the final Committee recommendations, Jim Beatty distributed the Committee’s letters of recommendations to the applicants on November 18, 2005.

8. At the conclusion of the sabbatical and difference-in-pay discussions on November 11, 2005, the Committee thanked Kamal for his participation and excused him as it began the review process for six Entrepreneurial Management Center (EMC) grant applications. The Committee had been requested by EMC Director Sandy Ehrlich and by Alex De Noble to participate in this review process for the second consecutive year. The Committee reviewed the ratings and rankings by individual Committee members, made its final recommendations, and asked Alex to share these discussions and recommendations with Sandy.

9. At the onset of the Committee’s meeting on December 9, 2005, Jim Beatty shared with the Committee that he had been asked to participate in a meeting of the University Grant Program (UGP). “The UGP was created to integrate three independent funding mechanisms through which faculty presently derive internal support for creative and scholarly research. These internal funding sources include: Research, Scholarship and Creative Activity (RSCA) awards, the Faculty Development Program (FDP), and Faculty Grant-in-Aid
for Research (GIA). Faculty members... now submit one application for all awards and have their applications reviewed on a single time line. The funding sources, eligibility criteria, and review processes will remain the same as in past years for the three programs. Decisions of the review committees will be coordinated to provide optimal support for faculty members and efficient use of limited funds.” This was the first year for the UGP, and College Committee Chairs were asked to meet with the UGP to discuss future implementation of the UGP process. The Committee subsequently met on December 12, 2006, at 2:00, with Jim Beatty representing the College’s Professional Development Committee.

10. On December 9, 2005, the Professional Development Committee began its deliberations on the College’s FDP applications and funds. The Committee reviewed 20 applications for the COBA-FDP funds, along with reviewing funding or potential funding for the other grant programs, including the SDSU-FDP, the RSCA, the G-I-A, the EMC, and the CIBER grants. While the Committee does not formally participate in the CIBER grant process, Mark Ballam, Managing Director of CIBER, has met with the Committee and supports the concept of a joint evaluation process wherein the Professional Development Committee might participate in CIBER grant deliberations in the future. All Committee members had submitted their individual COBA-FDP assessments of these applications in advance, including rankings of the candidates. These assessments were discussed extensively within the Committee. As the list of applicants was lengthy and as funding results for some of the other programs had not as yet been announced, the Committee’s COBA-FDP discussions were continued on to the next meeting.

11. On December 16, 2005, the Committee met again to continue its discussions of the COBA-FDP grant applications. Each Committee member commented on the process and the applications, making suggestions and recommendations. After considerable discussion, the Committee came to consensus on the distribution of funds. However, without a final determination of the amount of funds available, the Committee decided it should develop several “what if” scenarios. The Committee recommended that once the availability of funds is finalized and information about the allocation of the other grant program funds is known, the allocations will be determined and reviewed. This final review is to take place at the first meeting of the Professional Development Committee in the Spring Semester of 2006.

12. The next meeting of the Professional Development Committee will be on Friday, February 10, 2006, from 9:00:-13:00, in the Dean’s Conference Room.