COBA Professional Development Committee Meeting  
March 3, 2006

Minutes

Present:  Jim Beatty  
          Joe Belch  
          Bob Capettini  
          Dave Ely  
          Jim Lackritz

Excused: Alex De Noble

Guests:  Swaminathan Badrinath  
         Kathy Krentler  
         Lynn Shore

1. Jim Beatty, Committee Chair, called the meeting to order at 8:30am on March 3, 2006, in the Dean’s Conference Room.
2. The Committee’s first action item was to consider the College’s nominations for the Alumni Award for Outstanding Faculty Contributions to San Diego State University. This year, there were six nominations to be considered. Due to conflicts of interest regarding this award, Dave Ely, Joe Belch, and Alex De Noble were temporarily replaced by Swaminathan Badrinath, Kathy Krentler, and Lynn Shore. After considerable discussion of the merits of these six outstanding nominees, the Committee selected three individuals, in accordance with the guidelines of Faculty Affairs, to forward to Dean Naughton for further consideration. The Committee then thanked the guest members for their time, commitment, and participation in this process, who were excused at the conclusion of the discussions.
3. The elected members of the Committee were then summoned to join the meeting in progress.
4. The minutes of the combined meeting of February 10, 2006, were moved, seconded, and approved (unanimous) with minor modifications.
5. Jim Beatty informed the Committee that letters had been sent to all grant recipients in all categories as of February 19, 2006. This year, the College’s Faculty Development Program (COBA-FDP) Award recipients were provided somewhat detailed information about the distribution of funds they received. The recipients also received more specific information about required progress reports regarding the FDP awards. These include:
   a) A required summary statement of at least 250 words due July 14, 2006, describing progress or anticipated progress through that date, along with incurred expenses associated with the project to date.
b) A second required report due October 6, 2006, describing progress completed through the onset of the Fall Semester. This report is expected to provide details reflecting on and consistent with timelines provided in the applicant’s original proposal for funding and support, including statements regarding funds spent as per the original request, data collected pertaining to the research when appropriate, relevant travel completed when appropriate, etc. In addition, this report is expected to provide a summary of findings, professional growth developments, new skills acquired, and/or any journal or professional meeting submissions, as appropriate.

c) Further, for individuals submitting grant proposals for the 2006-2007 year who received an award for the 2005-2006 year, a progress report “current to the date of the new application” must also be attached to the new proposal. This report could be the same as the second report, with any appropriate and necessary updates.

6. The Committee discussed potential applicant inquiries regarding changes in fund distributions after awards have been granted. While the Committee has no intention to micromanage the distribution of these award funds (e.g., how much should be spent on textbooks vs. software, or other expenses), certain grants do carry University-specified requirements. For example, the RSCA awards require a certain element of student involvement, and grant applicants are expected to indicate in their proposals the necessary funding to comply with the student involvement requirement. The Committee concluded that such specified components should not be revised after-the-fact in fairness to all applicants for such funds.

7. The Committee then discussed a proposal by Alex De Noble to examine ways to merge the various “brown bag” presentations now occurring more frequently throughout the College. The Committee views such activities as very positive and useful to faculty members across disciplines. Therefore, an effort will be made to establish a College calendar of events. The brown bags would hopefully be scheduled so that no two events would occur on the same day and that a wider range of days (Monday, Tuesday, Wednesday, and Thursday, in addition to Friday) might be used to provide more opportunities for more faculty to attend. Alex will provide more insights regarding this concept at the next meeting.

8. The Committee discussed asking Mark Ballam and Carl Winston to attend the next meeting in an effort to further advance coordination of grants among CIBER, HTM, EMC, and the other grant programs for which the Committee has responsibility. Jim Lackritz said he would check on their availabilities.

9. Jim Lackritz has received correspondence from Dena Plemmons, who works with Camille Nebeker in the Division of Research Affairs. They are looking into crafting “a robust, campus-wide program in support of education and training in the responsible conduct of research/scientific integrity/research ethics. Over the past six months, [they] have initiated a one-unit,
interdisciplinary RCR course for graduate students which is being offered for the second semester. [They] are also hosting a research ethics seminar series, which began February 8th, featuring SDSU researchers. [She is] now contacting faculty to learn more about general perceptions and experiences with research ethics/RCR at SDSU and solicit suggestions for ways to improve and/or create RCR education and training opportunities for our graduate students. This information will be helpful as we establish priorities for a NSF proposal we are drafting, and as we continue to explore ways to strengthen RCR training on our campus.” The Committee discussed inviting Dena and/or Camille to a future committee meeting to learn more about this initiative.

10. The Committee continued to discuss the identification of a reward system for outstanding teaching and service as well as a reward system for outstanding service.

11. The next meeting of the Professional Development Committee will be on Friday, March 24, 2006, 9:00-10:30am in the Dean's Conference Room.

12. The meeting was adjourned at 10:00am.