COBA Professional Development Committee Meeting
October 17/20, 2006, November 13/17, 2006, and December 15, 2006

Minutes

Committee Members: Jim Beatty
Joe Belch
Bob Capettini
Alex De Noble
Jim Lackritz
Moon Song

1. At the October 17, 2006, meeting of the Professional Development Committee (PDC), it was agreed that since the remainder of the meetings for the Fall 2006 semester focus entirely on evaluating grant, sabbatical, and difference-in-pay applications, and since the Committee cannot report on the results of this process until its conclusion, interim minutes would not be distributed. The current minutes include a summary of activities of the Committee for October 17, October 20, November 13, November 17, and December 15, 2006.

2. Gary Grudnitski, Chair, University Committee on Grants and Lectureships (UCGL), and Professor of Accountancy, met with the PDC on Tuesday, October 17, 2006, in room MH 3335 of Manchester Hall to discuss the new format of the University’s grant process, entitled the University Grants Program (UGP). As stated in previous documents distributed by the University, and through PDC minutes and emails, the Research, Scholarship, and Creative Activity (RSCA) awards, the University’s Faculty Development Program (SDSU-FDP) awards, and the Faculty Grant-in-Aid (G-I-A) awards are now combined into one common grant program without differentiation among funds. All applications for University grants must use the UGP application form. Further, the PDC decided that all applications for UGP funding and/or CBA funding must use the same application form.

3. In addition to the revised format for grant applications, UCGL has adopted a new format for the evaluation of these applications. Gary explained the process to the Committee, and the Committee participated in a lively discussion of the evaluation process and strategies for obtaining successful results. The Committee appreciated the opportunity to learn about the new evaluation and scoring system directly from the UCGL Chair. Gary agreed to share with the PDC the effectiveness and efficiency of the scoring process once the evaluations were completed. The Committee thanked Gary and commended him for his work, leadership, and support in this process. The Committee then began the process of evaluating the applications. Fifteen applications were submitted, of which 12 were UGP applications. The other applications were submitted specifically for CBA funding. The CBA applications will not be evaluated by the Committee until February 2007, at
which time the results of the UGP funding, EMC funding, and perhaps CIBER and HTM funding will be known, as well as the availability of CBA funds to support CBA grant applications.

4. On October 20, 2006, in the Dean’s Conference Room, the PDC met again to continue its evaluation of the UGP applications. Each member of the PDC had thoroughly evaluated all applications in advance. After considerable discussion and debate, the applications were rated and ranked. The applications were then assigned to various Committee members, who took responsibility for writing up evaluation statements for the applications. Gary had previously indicated the importance of these summary statements and the numerical rankings. The Committee’s ratings, rankings, and summary evaluations, all of which are required by the UCGL, were then forwarded to Dean Naughton for further input before being sent to the UCGL.

5. On November 13, 2006, from 4:00-6:00pm in the Dean’s Conference Room, the Committee met to discuss sabbatical and difference-in-pay applications. The Finance Department appointed Mehdi Salehizadeh to serve as the Department’s temporary replacement for this process, as the Finance representative had applied for a sabbatical and was not eligible to participate in any of the sabbatical discussions or deliberations. Each eligible and replacement Committee member had thoroughly evaluated all applications in advance. The Committee then discussed the sabbatical and difference-in-pay applications and, as required, forwarded the ranked applications to Dean Naughton for further input before being sent to across campus.

6. On November 17, 2006, the Committee met to evaluate applications that had been submitted to the Entrepreneurial Management Center (EMC). The PDC has participated in this joint effort with the EMC for the past several years, serving in an advisory capacity. Each member of the PDC had thoroughly evaluated each application in advance. Alex De Noble, who represents the Management Department is a member of the PDC, will share the PDC’s rankings of the EMC applications with the EMC Director to provide advisory input. The EMC will make the final decisions regarding these applications.

7. The meeting scheduled for December 1, 2006, was cancelled. That meeting had been set aside to discuss any applications that might be forthcoming from CIBER or HTM. Mark Ballam reported that CIBER had not as yet sent out an RFP call for the CIBER grants due to the timing of the funding process. Jim Lackritz communicated that he had shared with Gangaram Singh and Mark Ballam the list of proposals submitted to the PDC for various grant programs, indicating which ones might be appropriate for CIBER funding. Mark communicated that he wants to have the PDC continue to serve in an advisory capacity in evaluating the forthcoming CIBER grants, similar to the role the PDC serves in evaluating the EMC applications. Mark will keep the Committee informed once the RFP has been sent out and the applications have been received.
8. The Committee has not received communication or a commitment from the HTM regarding HTM applications and the Committee’s participation in the evaluations of such applications.

9. The Committee received the following feedback from Gary Grudnitski on December 18, 2006, on behalf of the University Committee on Grants and Lectureships: “Your work was the key component in the overall success of the grant program and it is the Committee’s intent to work closely with the colleges to continue to refine and improve the grant program.”

10. The total funding available from the combined RSCA, FDP, GIA, and Adams Endowment sources was $447,500. The Committee learned that the College had considerable success in obtaining funding via the UGP. Six of the 12 applications submitted by CBA faculty were approved for full or partial funding. This 50 percent success rate fares favorably when compared to other Colleges within the University. For example, the College of Arts and Letters had a 37% success rate, while the College of Sciences had a 40% success rate. Of the 150 applications submitted across the university, 8% were submitted by the CBA, which received 9% of the awards. Of the $447,500, $37,112 was allocated to CBA faculty, or 8.3% of the total funds. For further information regarding the evaluation process, the decision process, and the distribution of awards and funds, faculty are referred to the email to the faculty from Dr. Tom Scott, Vice President for Research, dated Wednesday, December 13, 2006.

11. The Committee Chair proposed the following calendar for meetings for the Spring 2007 semester: February 9, 2007, February 23, 2007, March 9, 2007, March 23, 2007, April 6, 2007, and April 20, 2007 (if necessary). These dates coincide with the meeting dates of the Steering Committee. The Professional Development Committee traditionally meets on Friday mornings whenever possible, while the Steering Committee traditionally meets on Friday afternoons. The anticipated meeting times for the PDC will be 9:00-10:30 unless revised. Most meetings will be held in the Dean’s Conference Room.

12. The next meeting of the Professional Development Committee will be on February 9, 2007, from 9:00-10:30, in the Dean’s Conference Room.