COBA Professional Development Committee Meeting  
August 31, 2007

Minutes

Present: Jim Beatty  
   Joe Belch  
   Dave Ely  
   Jim Lackritz

Excused: Alex De Noble  
   Accounting Representative (to be determined)

1. Jim Beatty, as 2006-2007 Chair of the Committee, called the meeting to order at 9:10am on August 31, 2007, in the Dean’s Conference Room.

2. The Committee consists of two members serving the second year of their 2006-2008 terms (Jim Beatty and Alex De Noble), three members serving the first year of their 2007-2009 terms (Joe Belch, Moon Song, and an Accounting representative to be determined), and Jim Lackritz, who is a member of the Committee in his capacity as Associate Dean.

3. Dave Ely was welcomed as an interim committee member for the Fall Semester 2007 to serve as the Finance Department’s replacement for Moon Song, who is on sabbatical during the Fall Semester 2008.

4. It was moved, seconded, and approved (unanimous) to elect Jim Beatty as Chair of the Committee for 2007-2008.

5. The Committee then discussed the schedule for meeting dates. The Committee tentatively agreed to meet on the following dates and at the following times for the Fall Semester: 8/31 at 9:00-10:30, 9/14 at 9:00-10:30, 9/28 at 9:00-10:30, 10/12 at 9:00-10:30, 10/19 at 9:00-10:30, 10/26 at 9:00-10:30, 11/9 at 9:00-10:30, 11/30 at 9:00-10:30, and 12/14 at 9:00-10:30 (if necessary).

6. The minutes for April 27, were moved, seconded, and approved (with an abstention due to not being a member of the Committee at the April 27, 2007 meeting).

7. The Committee then reviewed various dates relative to the University Grants Program (UGP) for the 2008 timelines, as follows:
   - The UGP information was sent from the Division of Research Affairs (DRA) to each college dean with a copy to department chairs and school directors on August 27, 2007.
   - The UGP announcement appeared on SDSU Universe on August 27, 2007.
- The UGP applications are due to the college dean's office on October 5, 2007.
- The College will forward the UGP applicant information spreadsheet and list of college review committee members (i.e., for the College of College of Business Administration, this is the Professional Development Committee) to the Division of Research Affairs (DRA) on October 12, 2007, at which time the review committee begins deliberation of the applications.
- The College review committee will provide the dean’s office with rated and ranked UGP applications by October 22, 2007.
- The Dean will forward recommendations and UGP applications to the DRA by October 26, 2007.
- The DRA will forward applications to the University Grants and Lectureships Committee (UGLC) by November 5, 2007.
- The UGLC provides the DRA with its recommendations of funding by November 19, 2007.
- All UGP applicants will be notified of award decisions by December 14, 2007, and will be notified of compliance review requirements and procedures (i.e., IRB, IACUC, and IBC).
- The Award period begins January 2008. The start date of projects is contingent upon satisfying compliance review requirements, when applicable. Information about these requirements is available at: [http://gra.sdsu.edu/research/compliance/integrity/](http://gra.sdsu.edu/research/compliance/integrity/).
- The funding period for UGP grants runs from January 1, 2008, through June 30, 2009.
- Final reports for the 2008 UGP awards are due to DRA by August 21, 2009.

Additional information regarding the University Grant Program is given below:
- The maximum award is $10,000.
- The purpose of the funds is (a) to support scholarly research and creative activities, (b) assist faculty at lower ranks in activities that encourage retention, tenure, and promotion, (c) permit faculty to complete in-process projects, and (d) help faculty develop a research program competitive for extramural funding.
- UGP grants are open to Unit 3 faculty.
- One application may be submitted during each review cycle, and only one faculty member can be identified as the principal investigator on a proposed project.
An electronic copy, plus an original hard copy, and seven additional hard copies of the applications are due to the Dean’s office no later than October 5, 2007. The Dean’s office will not make these copies. Instead, they are to be supplied by the applicant.

Applications will be reviewed by the following: (a) College Review Committee (i.e., Professional Development Committee), (b) the College Dean, (c) the University Grants and Lectureship Committee, which consists of representatives of each of the Colleges, the Library, and IVC, as well as a graduate student, and (d) the Vice President for Research.

The Division of Research Affairs administers the UGP. Inquiries about the UGP and its processes should be directed to Camille Nebeker, Director, Division of Research Affairs, SSE-1410, MC 8220, (619) 594-5938, nebeker@mail.sdsu.edu.

Applicants may also contact Kelly Doiron in the Dean’s Office of the College of Business Administration.

8. The Committee discussed the importance of recipients submitting all required reports by their designated deadline dates. This includes the midterm report and the final report. Future grant applications will be seriously impacted by not conforming to these deadline dates, especially those regarding the grants over which the College of Business Administration has direct control.

9. The next meeting of the Professional Development Committee will be on Friday, September 14, 2007, from 9:00-10:00am, in the Dean’s Conference Room.

10. The meeting was adjourned at 10:20am.