COBA Professional Development Committee Meeting  
January 25, 2008

Minutes

Present:  Jim Beatty  
          Joe Belch  
          Jim Lackritz  
          Moon Song  
          Howard Toole

Excused: Alex De Noble

1. The January 25, 2008, meeting of the Professional Development Committee (PDC) was called to order at 10:05am.

2. The composite minutes for October 19, November 7, November 30, and December 14, 2007, were moved, seconded, and approved (unanimous).

3. The Committee welcomed the return of Moon Song, the representative for the Department of Finance. Moon has completed his sabbatical and is resuming his position on the Committee. The Committee also thanks Dave Ely for his service on the Committee as Moon’s replacement during the Fall 2007 semester.

4. Jim Beatty led a discussion regarding the results posted on December 12, 2007, by Dr. Tom Scott, Vice President for Research. Jim Lackritz announced that the College was asked to fund five sabbaticals for next year, one more than originally expected. Two of the university's units did not receive enough sabbatical applications to fulfill their quotas, leaving two sabbaticals available for distribution. Therefore, the College will now fund five sabbaticals instead of four for 2008-2009. The sabbatical recipients for next year, in alphabetical order, are as follows: 1) Lori Ryan, 2) Lynn Shore, 3) Ron Stampfl, 4) Chamu Sundamurthy, and 5) Nik Varaiya,

5. The Committee then reviewed various upcoming issues. The College of Business Administration Faculty Development Awards Program (CBA-FDP) applications will be reviewed in February at the earliest. The Committee first needs feedback regarding the results of applications for the Entrepreneurial Management Center (EMC) grants and for the CIBER grants. Such information will provide additional information about applications that have been funded elsewhere, thus leaving more resources available for CBA-FDP applications. The Committee anticipates that the EMC and CIBER grants will be reviewed in the near future.

6. Mark Ballam will be invited to the February 8, 2008, meeting to discuss CIBER funding of grant applications. Sandy Ehrlich will also be contacted regarding the status of the EMC grant applications.
7. Jim Lackritz noted that due to the current budget crisis, funding for the CBA-FDP applications is currently on hold until further notice. The Committee is hopeful that at least some funding will be available for these applications. Members of the Committee noted that it was unfortunate the College did not receive more applications for the UGP grants, since this funding does not come out of the College’s budget and since UGP applicants from our College were again rather successful relative to other colleges in the university. The Committee encouraged more UGP applications next year, since successful funding through this source would free up more CBA resources.

8. The Committee intends to review the format of the CBA-FDP process to eliminate future confusion regarding the forms to be used, as well as the page limitations, citations and references, as well as both differences and conflicts between the UGP application format and the CBA-FDP format. The Committee will also address the need to update the website with regard to such forms and guidelines.

9. The Committee will review processes related to sabbaticals, including forms, evaluations, determination of merit, and related issues. Howard Toole agreed to provide leadership for this initiative. He will be contacting each department/school to determine its existing policies and guidelines. This includes policies regarding who is responsible for reviewing the applications at the department/school level, who can serve in that process, what the role of the department chair or school director is in that process, who signs off at each level, what guidelines are included in the College Policy File, and what guidelines are included in the University Policy File.

10. The Committee will also review the Faculty/Staff Recognition Program that has been in existence for some time. Joe Belch agreed to take the lead for this initiative. Feedback will be sought from both the faculty and the staff relative to the merits of the recognition program, its value to the College and to the individual recipients, the number of recipients per year, any additional appreciation beyond the traditional plaques, etc., and the distribution of these awards across professional growth areas (teaching, research, and service).

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

12. The next meeting of the Professional Development Committee will be on Friday, February 8, from 9:00-10:30am, in the Dean’s Conference Room.