COBA Professional Development Committee Meeting  
September 14, 2009

Minutes

Present: Jim Beatty  
John Anderson  
Jim Lackritz  
Lori Ryan  
Moon Song

Excused: Ron Stampfl

1. Jim Beatty, as 2008-2009 Chair of the Committee, called the meeting to order at 1:05pm on September 14, 2009, in the Dean’s Conference Room.

2. The Committee consists of three members serving the first year of their 2009-2011 terms (John Anderson, Moon Song, and Ron Stampfl), two members serving the second year of their 2008-2010 terms (Jim Beatty and Lori Ryan, who is serving the second year of Alex De Noble’s two year term), and Jim Lackritz, who is a member of the Committee in his capacity as Associate Dean.

3. It was moved, seconded, and approved (unanimous) to elect Jim Beatty as Chair of the Committee for 2009-2010.

4. The Committee then discussed the schedule for meeting dates. The Committee agreed to tentatively plan to meet on the following dates during the Fall Semester: 09/14 (in the DCR), 09/28 (in the CIBER room), 10/12 (in the DCR), 10/26 (in the CIBER room), 11/09 (in the DCR), 11/23 (in the DCR), 12/07 (in the DCR), and 12/14 (if an extra meeting date is needed to confirm decisions, etc.) These are all Monday afternoon dates, a departure from the Friday morning meeting dates of this committee in the past. With six members of the Committee required to fulfill furlough obligations, finding compatible dates that accommodate everyone has been a much bigger challenge than in the past.

5. The members then reviewed the purpose and activities of the committee, especially addressing any concerns of new committee members. Among the policies reviewed was the practice followed by the Committee to not apply for any of the UGP or CBA grants so as to not have any “conflict of interest” in evaluating the applications. The Committee was also made aware of the need to be flexible in the meeting dates, knowing these dates (stated above) are very likely to be changed as the Committee goes forward during the semester, in order to address grant application deadlines in a timely manner.

6. The Chair informed the Committee that the UGP information was sent from the Division of Research Affairs (DRA) to each college dean with a copy to department chairs, school directors, and faculty on September 4, 2009. All
faculty are thus aware of the procedures and deadline dates for the UGP applications. They are due to the college dean’s office on October 5, 2009.

7. The Committee discussed the availability of funds for the College of Business Administration Faculty Development Plan (CBA-FDP) Grants. Jim Lackritz informed the Committee that funds would be available but could not as yet confirm the dollar amount.

8. The Committee discussed the importance of recipients submitting all required reports by their designated deadline dates. All of the previous recipients have been contacted by the Chair of the Committee and reminded of this commitment.

9. The Committee discussed the use of the Graduate professional fees and what impact they may have on applications for the CBA-FDP grants. No conclusions or decisions were made about these fees or their impact, as this is uncharted territory.

10. The next meeting of the Professional Development Committee is scheduled for Friday, September 28, 2009, from 1:00-2:30:00pm, although that date is also subject to change pending grant deadlines and furlough changes among Committee members.

11. The meeting was adjourned at 2:30pm.