COBA Professional Development Committee Meeting
October 14, 2011

Minutes

Present: Jim Beatty
         Mickey Belch
         Gary Grudnitski
         Larry Rhyne
         Moon Song

1. Jim Beatty, Chair of the Committee, called the meeting to order at 9:05am on September 30, 2011, in the Dean’s Conference Room.

2. The primary focus of the meeting was the University Grants Program (UGP). The applications were due in the deans’ office by October 3, 2011. The Professional Development Committee (PDC) reviewed the nature of the UGP program, the eligibility of various faculty levels, and the guidelines the committee was to follow in making recommendations, as stated below.

3. The UGP grants now combine funds allocated from the Provost’s Office, the SDSU Research Foundation, and the Adams Humanities Endowment. The Division of Research Affairs administers the program. The maximum award is $10,000. Eligible faculty may submit one application per review cycle. Funds awarded are available for 18 months beginning in January 2012. All Unit 3 members are eligible to apply for UGP funding.

4. The PDC, as the College’s review committee for these grants, and the University Grants and Lectureship Committee (UGLC) are to rate applications based on merit. The specifics are the relevance of the research/scholarship, given the field of study, the appropriateness of the design and methodology, the appropriateness of scope and budget, the expertise of the applicant in the area of investigation, the likelihood of executing the plan within the funding period, the probability of the research being published or otherwise being presented to professional organizations, the potential for the research to enhance the probability of retention, tenure, and promotion, the educational impact of the research on students and the nature of student involvement, and the likelihood of obtaining future funding.

5. Final funding decisions may also encompass other factors, such as the number of awards received by the applicant in recent years.

6. The purposes of the University Grants Program (UGP) are (a) to support scholarly research, creative activities, and curriculum development; (b) to assist faculty at lower ranks in activities that encourage retention, tenure and promotion; (c) to permit faculty to complete in-process projects; and (d) to help faculty develop a research program that may be competitive for extramural funding.
7. The calendar for this process is as follows: the PDC is to receive the applications by October 10, 2011. The committee then reviews the applications and is to provide the dean’s office with rated and ranked UGP applications by October 24, 2011. The Dean then forwards the UGP applications, along with recommendations, to the DRA by October 28, 2010. The UGLC then makes its funding recommendations by November 21, 2011. All UGP applicants are to be notified of award decisions in December 2011. Awardees will be notified of compliance review requirements and procedures (i.e., IRB, IACUC, and IBC). The Award period begins in January 2012. The start date of projects is contingent upon satisfying compliance review requirements, when applicable. The funding period for UGP grants runs from January 1, 2012, through June 30, 2013. Progress reports for the 2012 UGP grants are due to the DRA on approximately March 1, 2013 (to be determined). Final reports for the 2012 UGP awards are due to DRA by sometime in June 30, 2013.

8. The PDC members prepared for today’s meeting by reviewing each application, along with determining rankings and ratings of the applications. It was noted that only four applications had been submitted, which was significantly less than in the past. The committee concluded that the Graduate Fees Grant Program (GFGP) applications are due by October 15, 2011, and that the availability of those funds served as a deterrent for applying for the UGP funds.

9. The committee finalized its decisions and authorized the Chair to forward written recommendations, rankings, and ratings to the Dean for his consideration.

10. The committee then began a discussion of its role within the framework of the college, and the potential changes that may come about with changes in the college’s Policy File.

11. The next meeting of the Professional Development Committee is scheduled for Tuesday, November 1, 2011, 9:00-10:30:00am. The focus of that meeting will be the evaluation of the sabbatical applications and the difference-in-pay (DIP) applications.

12. The meeting was adjourned at 10:40am.