COBA Professional Development Committee Meeting
February 3, 2012

Minutes

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

1. Jim Beatty, Committee Chair, called the meeting to order at 9:00am on February 3, 2012, in the Dean’s Conference Room.

2. The first portion of the meeting focused on the Alumni Awards program, for which the committee is responsible for soliciting recommendations, in accordance with university policy, for evaluating the recommendations, and for providing feedback to the dean and the university. The university’s criteria for the faculty Alumni Awards (i.e., the Montys) are based on the identification of faculty who have contributed the most to the university or on behalf of the University to the community, the state, the nation, or the world of scholarship in such categories as outstanding teaching, distinguished scholarship or professional activity, or other exceptional service. Below are the procedures, to be followed:

   a. Procedure: Each spring the Faculty Honors and Awards Committee shall recommend one tenured, probationary, or FERP faculty member from each College for an Alumni Award for the following academic year. The committee may choose not to recommend an award in a college. The Imperial Valley Campus and the Library shall be considered as colleges.

   b. Nominations shall be called for by the office of Faculty Affairs and the Faculty Honors and Awards Committee during the first week of the spring semester. Nominations may be received from students, faculty members, administrators, alumni, and other members of the community. Each nomination shall include (a) a completed nomination form available from the office of Faculty Affairs and (b) no more than four pages of justification. Nominations shall be submitted to the appropriate dean’s office in accordance with the schedule established by Faculty Affairs.

   c. Each dean shall appoint and confer with a faculty committee designed to review nominations for the award. The dean shall provide the committee with copies of nominations. The college committees shall obtain curricula vitae and supporting documentation of nominees. Each college committee shall submit at least three unranked nominations with written rationales for the
committee's choices that convey the values of each candidate's contribution.

d. Colleges with fewer than 50 tenured, probationary, and FERP faculty may submit two unranked nominations.

e. Each dean shall forward seven copies of these recommendations and supporting materials to the Faculty Honors and Awards Committee via the Office of Faculty Affairs.

f. The Faculty Honors and Awards Committee shall recommend nominees to the President, who shall select the recipients. Deans shall submit to the Office of Faculty Affairs précis of the recipients' accomplishments.

g. The Professional Development Committee is the committee designated by the Policy File to be responsible for the Faculty Awards process. The submissions of nominations are due by February 13, 2012. The list of the names received will then be forwarded to Faculty Affairs by February 20, 2012, without comment. Once the list has been confirmed and submitted, the Committee is to discuss the merits of the submissions and forward summaries to the dean before March 5, 2012.

3. The remainder of the meeting was devoted to the changes of the College of Business Administration's Policy File, based on the faculty vote of January 27, 2012, and the impact of such changes on the Professional Development Committee. It was noted that the Professional Development Committee will now be referred to as the Faculty Development Committee.

4. The details of these discussions will be documented and presented to the Steering Committee at the conclusion of the Spring 2012 semester. The documentation process was described in the November 1, 2011, minutes.

5. The next meeting of the Professional Development Committee will be on February 17, 2012.

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