COBA Steering Committee Meeting  
October 31, 2003  

Minutes

Present:  Jim Beatty  
Chee Chow  
Jim Lackritz  
Gail Naughton  
Fred Raafat  
Larry Rhyne  
Howard Toole  
Bob Wilbur

Excused:

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:12pm on October 31, 2003, in the Dean’s Conference Room.

2. The meeting agenda was reviewed, modified, and approved. Several items under old business were moved forward to the current agenda, including a) the discussion of term limits for Department Chairs, and b) “payback” for large class enrollments that do not meet the targets.

3. The minutes of the 10/03/2003 meeting were moved, seconded, and approved (unanimous) without correction.

4. Larry Rhyne and Fred Raafat reported on the focus group meeting and discussions of the mission statement and presented a modified mission statement.

5. Jim Lackritz reported on the focus group meeting and discussions coordinated by Jim and Bob Capettini on the values statements and presented a modified list of values statements.

6. Dean Naughton had asked to have the “term limits for department chairs” brought to the table. She has had conversations with Provost Marlin about the matter, and Fred Raafat has communicated with Provost Marlin as well. The Provost has stated that she is not going to dictate a policy for the College regarding term limits. Gail intends to gain greater insight into the lengths of chairs by surveying other schools in the CSU system, as well as our peer schools (i.e., comparable schools). More information is needed in regard to policies and philosophy regarding chairs. She will inquire about how other colleges recruit, select, develop, prepare, and retain faculty chairs. She will seek to determine whether other colleges, both within SDSU and elsewhere, have assistant department chairs, have job descriptions for chairs, provide
differential pay for chairs, have clearly identified responsibilities for chairs, typically hire only from within, and whether they recruit chairs from the outside. The Committee also discussed the role of the department chair (e.g., administration, leadership, maintenance, etc.). The Executive Committee has stated that individuals do want to take more of an active role of leaders. The Steering Committee discussed the mix between providing leadership, meeting administrative responsibilities (e.g., class schedules, slotting classes into rooms, individual faculty professional development meetings, Executive Committee meetings, budget issues, recruiting, travel, supplies, etc.), and the minutia associated with the position. That is, what are the targets for the chair?

7. The Committee then brought to the table “payback” for large class enrollments that do not meet the targets. When enrollment falls below 105, faculty are currently expected to pay back a course in the future. The Committee then discussed what would happen when a particular large section class meets the College’s FTE requirements through wise and creative scheduling, while an individual may fall short on a target number. This led to wondering whether there was something fundamentally wrong with the accounting system. There is little incentive for faculty to teach on overload, serve on or promote theses, or participate in 795 activities and other individual study formats with little support or compensation. It was noted there used to be a six-thesis guideline in which a faculty member would receive one course of release time after chairing six thesis committees. It was also noted that there are a number of faculty who have never cashed in on those agreements after the policy was abandoned or forgotten. Members of the Committee felt there needs to be more flexibility in the strategy for meeting the targets and keeping faculty from payback situations. Bob and Gail agreed to take these issues to the Executive Committee for further discussion and report back to the Steering Committee, at which time the issue will be discussed further. The Committee also concluded that the strategic planning process should also include opportunities for incorporating enrollment issues, department chair issues, and other matters.

8. Jim announced that both Sandy Ehrlich and Candy Williams had announced the times and dates for their program open forums. The Committee was pleased that Sandy and Candy had made this commitment and are looking forward to such commitments from other directors as well.

9. The Steering Committee discussed the curricular proposal regarding the changes for the major for management majors, as forwarded by the Management Department. The change in program was moved, seconded, and approved (unanimous).

10. The Committee reviewed the “Faculty Only” meeting held on October 17. Detailed notes taken during the discussions, without attributing any names to any comments, have been forwarded to Dean Naughton and Bob Wilbur for consideration. Among the key issues discussed during that open forum were the topics of programs, disclosure of programs, communication about
programs, marketing of the College, improved communications within and outside the College, and various other matters. Dean Naughton will report on the discussions at the State of the College meeting on November 17.

11. Jim Beatty, Chair, adjourned the meeting at 2:45pm.