COBA Steering Committee Meeting
October 8, 2004

Minutes

Present: Swaminathan Badrinath
        Jim Beatty
        Chee Chow
        Gail Naughton
        Massoud Saghafi
        Howard Toole
        Bob Wilbur

Excused: Fred Raafat

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at
   1:00pm on October 10, 2004, in the Dean’s Conference Room.

2. The minutes of the 09/24/2004 meeting were discussed, moved, seconded,
   and approved (unanimous) with minor changes.

3. The meeting agenda for October 10, 2004, was reviewed and approved.

4. The Committee discussed its involvement in the Associate Dean search. The
   search committee has asked the Steering Committee to meet with each of the
   candidates. The Committee agreed to do so. We are scheduled to meet with
   the first candidate on October 5, 2004, from 1:30-2:30. Since this is not a
   scheduled date for the Committee to meet, all available Committee members
   are encouraged to attend. Most indicated they would be available.

5. The Committee reviewed the draft of charges to the task forces created by
   Chee Chow and Howard Toole. After considerable discussion, the
   Committee agreed to the general format and asked Chee and Howard to
   finalize the changes and forward them to Jim for final editing and forwarding
   to faculty who indicated willingness to serve on one of the four task forces.
   The charges for the four task forces are designed to provide direction and to
   ensure that the various task forces have a common set of directives, knowing
   that each task force must find its own approach for addressing these
   directives. A time line was also developed and will be included with the list of
   charges.

6. The Committee reviewed the names of the faculty who had volunteered to
   participate in one of the four task forces, either by completing the form made
   available at the conclusion of the faculty retreat of September 2004 or through
   a subsequent follow-up email. The Committee expresses great appreciation
   to those who have volunteered. After reviewing all available information
   regarding individuals’ interests in the various task forces, the Committee
   developed a list of faculty for each task force and will communicate with these
volunteers to confirm their willingness to serve. The task force assignments were based on the preferences of the individual faculty members. In some cases, individuals indicated a willingness to work on one or more task force. The Committee’s lists were based on each individual’s first preference whenever possible, while simultaneously attempting to assure that each task force is diversely represented across College areas.

7. Gail Naughton announced that, in response to faculty discussions at the Strategic Planning Retreat and requests by the Steering Committee, minutes of the Executive Committee will be distributed in the future.

8. The Committee discussed the possibility of password protecting all minutes being posted on the College’s website in order to protect the College’s competitive efforts, approaches, and initiatives. The Committee discussed giving all faculty a password that would provide access to all minutes or to initiate the use of Red ID identification to gain access to these minutes. Bob Wilbur will look into the possibilities and report back to the Committee.

9. Bob Capettini will be invited to the meeting of October 22, 2004, to discuss progress on the upcoming ad hoc meeting with Provost Marlin and/or President Weber. Topics on the table for that ad hoc meeting should FTE, salary, support, GA assistance, classrooms, and other concerns.

10. Bob Wilbur told the Committee he will be inviting faculty to identify benchmark schools, both peer schools and aspirant schools, as required by AACSB, for future benchmarking and assessment.

11. Gail and Bob reported on the College’s efforts to establish journal ranking lists. The chairs are taking the lead on this initiative and are developing proposed lists in consultation with their respective department faculty. They stated the College is establishing these lists in order to standardize and improve RTP information, to provide for better and more objective decisions about professional growth, promotions, and release time, to give guidance for both junior and senior faculty, and to enhance the College’s ability to present stronger cases for faculty when RTP materials are sent across campus, where other Colleges have incorporated such practices. For now, the focus is on ranking the journals based on definitions and objective, external evidence applied consistently within and across departments. The next step will be to determine how the rankings will be used in the College. No final decisions will be made concerning either the ranking lists or their use without consultation with the faculty.

12. Gail announced that the next AACSB meeting will be in California and that she and Tom Campbell will be co-chairing the meeting. AACSB views UC-B and SDSU as the top two Colleges in California in regard to AACSB objectives.

13. The next meeting of the Steering Committee will be on October 22, 2004, in the Dean’s Conference Room.

14. The meeting was adjourned at 3:10pm.