COBA Steering Committee Meeting  
October 22, 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 1:05pm on October 22, 2004, in the Dean’s Conference Room.  

2. The minutes of the October 8, 2004, meeting were moved, seconded, and approved (unanimous) with minor changes.  

3. The meeting agenda for October 22, 2004, was reviewed and approved.  

4. The Committee then met with and interviewed Doug Hensler, candidate for the position of Associate Dean.  

5. Dean Naughton provided input regarding the faculty market/adjustment process. She stated that the Dean’s Office took all faculty applications seriously. The dean has spoken with each applicant individually and has negotiated their case with Provost Marlin. Applicants will receive a letter in writing from the Provost next week. The process for some applications may have been delayed, pending the approval of the budget. In the last two years, a total of nine applicants have applied. Of these, one was withdrawn, two were awarded a partial adjustment, three were awarded the amount requested, and three were rejected. In the future, faculty can apply for this adjustment at any time, according to the Memorandum of Understanding.  

6. Badri reported on preparatory discussions regarding the upcoming meeting with the Central Administration. He, Tom Warschauer and Bob Capettini presently comprise the initial task force. He reported that:  

   a. They had reviewed responses sent by the faculty to Bob Capettini’s request for items to include at the meeting. The key areas identified were i) salary, ii) student-faculty ratios, and iii) class size.  
   
   b. In concert with Bob Wilbur, the three will commence gathering comparative data on these items for i) other colleges at SDSU; ii) colleges across the CSU system; and iii) for COBA peer schools. Once gathered, the data will be made available to all faculty on the COBA website.
c. They recommended that only senior faculty (3-4 individuals) constitute the cohort making a final presentation to the central administration. Their view was that a parallel presentation to central administration by the College Advisory Board, the Dean and/or other members of the Executive Committee would be more effective.

d. They will continue to solicit input and participation from all COBA faculty in this process.

7. The Steering Committee expressed its support of this endeavor and suggested that:

a. This effort proceed in a timely fashion to assist with the College’s faculty recruiting efforts for the current year.

b. The Committee suggested that, in addition to past trends, explicit future forecasts be included in the presentation.

8. Various Steering Committee members reported on the formation of the task forces charged with development of the Strategic Plan. The following items were discussed and reported upon.

a. Charges to the task forces and the time-line for completion has been sent to all volunteers. Some volunteers apparently did not receive the document, which will be sent again to all participants.

b. Once the memberships to task forces have been finalized, the document will be sent to all faculty as an information item. All faculty are welcome to participate.

c. The Steering Committee discussed the role of program directors on the various task forces. The general consensus was that members of the Executive Committee were a valuable resource. Individual task forces should decide how best to utilize their support, information, and knowledge.

d. The Self-Support task force held its first meeting on October 22, 2004. Tom Warschauer has agreed to serve as Chair of the Self-Support task force. The task force discussed jurisdictional issues posed by EMC and CGI during its initial deliberations and clarifications.

e. The Undergraduate task force will hold its first meeting on November 1, 2004, from 2:00-3:00 PM in the Dean’s Conference Room.

f. The Organization Structure task force will hold its first meeting during the week of October 25-29.

g. The Graduate task force is in the process of establishing a time and place for its first meeting. All volunteer members have been contacted and have responded.
9. The next meeting of the Steering Committee will be on November 12, 2004, in the Dean’s Conference Room.

10. The meeting was adjourned at 3:00pm.