



### **MINUTES**

Kelce Leadership Team Meeting  
8:30 a.m., March 28, 2018

Present: Dr. Din Cortes, Dr. Maeve Cummings, Dr. Paul Grimes, Ms. Suzanne Hurt, Dr. Anil Lal, Dr. Lynn Murray  
Guests Present: Nora Hatton, Sang-Heui Lee (Student Evaluation Task Force members), Maggie Lloyd, Heather Busch (Flex-Time Task Force members)

- I. Guest Visitors:
  - a. Sang Lee/Nora Hatton – Student Evaluation of Teaching Task Force
    1. After a survey it has been determined that there is “not a fierce loyalty to the current SPTE.”
    2. Committee is following through on surveying faculty on what types of questions are most helpful to them in the evaluations.
    3. Intention is to go from a 40 question evaluation to a stream-lined survey that can be administered electronically.
    4. There is currently no way to track results under the system that is in use.
    5. Content for new evaluation: more of a traditional “course evaluation” not necessarily a teacher evaluation.
    6. Will need to use one of two outside vendors, and evaluations will be available through Canvas.
    7. Will be able to have quite a lot of flexibility on the types of questions that will be asked.
      - i. Discussed courses that are currently being evaluated.
        - \*Important to evaluate adjunct faculty and instructors as well as tenure-earning faculty.
        - \*On-line evaluations have a very low response rate.
      - ii. Input from Chairs about what is important to them in reviewing evaluations:
        - \*Would the student take a class from this specific professor again?
        - \*Value of their instructor.
        - \*Need to focus on the course rather than the popularity of the instructor, but need input on accessibility of the teacher.
        - \*There are many variables from one course to another.
  - b. Task Force Representative – Flex-Time Schedules (Heather Busch/Maggie Lloyd) – charge to create a policy to go to President’s council.
    1. Meeting with supervisors to gather thoughts on what could be done with flex schedules.  
With questions to get input for the committee:
    2. What challenges or concerns do you see with using a flex-time schedule?
      - i. Not many employees would utilize this within the COB.
      - ii. Might want to “make-up” hours that are being absent.
    3. What challenges would there be with COB interacting with other departments on campus?
      - i. Flex-times would need to be widely known to other departments.
    4. What are the benefits to this type of program?
      - i. Better for morale.
      - ii. More flexibility.
    5. What would we need from the group or the university to make this type of schedule work?
      - i. Clear and transparent rules would be necessary.
    6. Presentations will be scheduled to present results on April 18 and 19. Recommendation will go to President’s Council by May 1.

II. PLC Update

- a. Kansas Core Outcomes Group (KCOG) – Five business courses will need to have articulated outcomes reviewed or created next academic year. (Courses: Intro to Computers, Macro and Micro Economics, Leadership, and Business Law) We will need to identify who will represent us in these deliberations set for early fall. Recommendations: Dr. Freund, Dr. Fogliasso, Mr. Strong, Dr. Baack or Dr. Maceli. Dr. Grimes will inform all when dates are set.
- b. University Revenue Planning Committee – Replaces old “Tuition Committee” with broader charge. Academic Affairs input coming through Strategic Planning Committee. Will be looking at all possible revenue sources the university has at its disposal. Committee is chaired by Doug Ball. Recommendations go to the President who then presents his proposal to KBOR for approval.
- c. Tech Consolidation and Lab Reductions – President has delegated to Angela Neria; Task Forces being formed. Deans are members of the Tech Consolidation Task Force, and Chris Fleury is in the Lab Reductions task force.
- d. College Budget Plans – Provost has set April 4<sup>th</sup> as date to finalize AA budget plan and staff layoffs. Expectation of communication from provost this week.

III. Reorganization Proposal

- a. Proposed Organizational Chart – “Schools” to serve as academic structures. Dr. Grimes reviewed the proposed organization chart. Cindy Johnson has stated that if we are making existing position changes (and individuals currently employed) the position descriptions/searches can be done without conducting formal searches.
- b. Proposed Job Descriptions for restricted positions. Reviewed draft of proposed job descriptions on new organizational chart. Feedback requested from all KLT members.

IV. Miscellaneous

- a. Kelce Faculty Awards – need to be thinking about all 3 awards (teaching, service, research).
  - 1. KLT were asked to review performance evaluations and bring list of those receiving exceptional rating in each category. Will determine this year’s award recipients at a later KLT meeting.
- b. Academic Certificate procedures – see email from Debbie Greve
  - 1. It is up to the college to let the Registrar know when requirements are completed for certificates. They will then post to the student transcript.
- c. Computer Lab Hours for Summer – Kylie’s recommendation
  - 1. Recommendation for SU 18 is that lab is not open during the summer except for days when Pitt Cares is here, and for classes.
  - 2. Decision was made to not open lab for this summer and reallocate student work hours.
- d. AACSB – need to start pulling data together for report
  - 1. Faculty Google Scholar stats – common date – May 1 is the date for all faculty to run their Google Scholar Stats. Dr. Grimes will send out instructions on how to run these stats.
  - 2. Faculty Research Impact Statements – will need a statement from each faculty regarding their research and the impact of their research. Dr. Grimes will provide a template for these statements from faculty.
  - 3. Faculty 5-Year CVs – clean ups needed through DM. Dr. Grimes will review and will give CV’s to chairs/coordinators to review and give to faculty for clean-up.

V. Online Professional MBA

- a. Din Cortes – update on meetings and progress; planning visit upcoming
  - 1. AP on-site meetings will take place on April 9 & 10. Copies of schedule were sent out to all who are to be included in the meetings. Dr. Cortes will send a reminder to all participants.

VI. Unit Updates

- a. AAC – Suzanne Hurt – coordinating meetings with students for advisement; need student workers to help with advisement during the summer.
- b. ACIS – Maeve Cummings – no report

- c. EF&B – Anil Lal – Dr. Bracker gave TEDx presentation yesterday on the retirement gap – video will be available on-line. CFA group went to Boston for competition last week – did not advance to global round. (Lost to Ohio State).
- d. MGMKT – Lynn Murray – no report

VII. New Business

- a. KCOB meetings with President and Provost are scheduled for this coming Friday, March 30. Dean-2:00-2:30, KLT/Chairs/Coordinator-2:30-3:30; Faculty-3:30-4:30.
- b. Discussed program for Awards Ceremony. Please give input ASAP to Mimi or Dr. Grimes.

VIII. Old Business

- a. P&T Document
- b. Student Competitions
  - i. Kansas Entrepreneurship Challenge – Hosted by Kansas State (2 Teams in Spring)
- c. Targeted Conferences List & Faculty Travel

IX. Adjourn – 10:30 a.m.

**Dates to Remember:**

1. Grad Finale, March 28
2. College Meetings w/ President & Provost, March 30
3. Kelce Awards Ceremony, April 6
4. Kelce Faculty Meeting, May 7
5. Faculty Awards Ceremony, May 7
6. Finals Week, May 7 – May 11
7. Kelce Commencement, May 12
8. Final Grades Due, May 14