



### MINUTES

Kelce Leadership Team Meeting  
10:00 p.m., September 28, 2018

**Present:** Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Mr. David Hogard, Dr. Lynn Murray

**Guests Present:** Ms. Dai Li

- I. Guest: Dai Li – Strategic Planning Process and Procedures for this year.
  - a. Discussed procedures for the strategic planning process for this coming year.
    - i. Will use this year's planning templates and will need to merge past departmental plans into two plans – KUSB and KGSB (due October 1). The Kelce College plan is due November 1.
    - ii. Discussion on reviewing progress from last strategic planning year (2017-2018).
- II. PLC Update – No meeting this week.
  - a. 9/19 PLC updates were discussed
    - i. Student evaluations in Canvas. List will be sent to Chairs to indicate which courses should **not** be evaluated. Default will be all classes.
    - ii. There has been a problem across campus in using Canvas with instructors giving student employees access to instructor privileges which could create problems with FERPA, etc. That option has now been taken given away. Will need to have CTLT add GTA's to courses.
    - iii. USS new pay grades were discussed and some employees believe they have been demoted according to their updated pay grade.
- III. AACSB Visit – Planning for Site Visit
  - a. Dean Grimes met with Carnes (focus on AOL/Curriculum Mgt) and Raymond (focus on Faculty Qualifications / Sufficiency) earlier this next week at AACSB Conference. Dr. Camp will focus on Strategic Planning.
    1. AOL – indicated that there is a lot of complexity with our AOL planning process (Carnes). They want to see specific examples with details. Dr. Harris will meet with the AOL committee beforehand to discuss and provide a simplified plan for the review team.
    2. Other – standards 8 and 15 are misunderstood the most according to program at the AACSB Conference that Dr. Grimes attended.
      - i. From conference: "Accreditation standards should never stand in the way of doing what is right for the students."
      - ii. Reviewed number of schools who have had to do a CIR2. Currently about 1 in 5 schools.
      - iii. Exit interviews with students could be included in the AOL process.
  - b. Proposed agenda and annotated strategic plan – review student names
    1. Reviewed names for students who will be meeting with the team on Monday.
  - c. Recommendation from Task Force on Ethics Statement – attachment
    1. Reviewed recommendation from Ethics Task Force on ethics statement for faculty. Recommendations accepted.
  - d. Prepare building – presentation cases, bulletin boards, etc.
    1. GA's are working on bulletin boards and presentation cases in the building for AACSB visit.
  - e. Meeting with Student Leadership Council this afternoon.
- IV. Miscellaneous
  - a. Course Fee Proposal for SAP – start up issue; need to identify funds
    - i. Plan is to become a member of the SAP University Alliance – Jae Choi is currently being trained.
    - ii. Will take a \$40 student fee that will be levied on students in CIS 420. Will eventually be spread out among other courses and fees will be reduced per student/course.
    - iii. It will take a full year to generate funds to pay the \$8,000 yearly fee.
    - iv. Will use OOE funds for ½ of the cost and technology funds for the other ½ of the cost.

- b. Outstanding Alumni Visit – Marcella Phelps, Friday, October 19<sup>th</sup>
    - i. She is scheduled to be at PSU the same day as the KBOA meeting.
    - ii. Will need to schedule a lunch – will receive \$250 from Jon Bartlow’s office for lunch expenses.
  - c. KBOA Fall Meeting, Friday, October 19<sup>th</sup>
    - i. All who aren’t attending the Outstanding Alumni lunch are encouraged to attend the KBOA meeting.
  - d. Update on Admin Search – Mimi
    - i. There were 29 applicants. Interviews have been set up for next week with the top applicants.
  - d. Computer Lab Surveys – Must be completed by October 15<sup>th</sup>.
    - i. IT is requiring surveys be completed by 10/15. Dr. Grimes will complete as much as he can on the surveys and then Chris Fleury will assist with the remainder of the surveys.
  - c. Planning a meeting with junior untenured faculty about P&T
    - i. Dr. Harris and Dr. Grimes will be meeting with the faculty to clarify dates, expectations, etc.
  - d. Upcoming golf tournament on October 1<sup>st</sup>
    - i. Dr. Grimes will put together a one page update to distribute at the end of the tournament instead of making a speech.
  - f. Reschedule ITS visit to KLT – has been rescheduled for November
- V. Unit Updates
- a. KUSB – Harris – option to appoint a part-time faculty for full-time position. Will need to find funding.
  - b. KGSB – Cortes – Professional MBA went live on Tuesday; still dealing with problems with links on web pages; discussed spring schedule and scheduling issues.
  - c. OBE – FBLA leadership is asking for sponsorships at the competition in March; anyone interested in judging is encouraged to contact Dr. Murray (Bracker, Lin, Binder are suggestions); Career Fair is coming up – working on a breakfast reception which is sponsored by MBAA and Enactus; would like to do a linked-in workshop and add professional headshots. Dr. Murray will be going to Joplin on October 30 to talk to Joplin High students for recruiting purposes.
  - d. AACR – Hogard – taking a group of Enactus students to Keene, TX for a fall collaboration summit on October 25-26 (training/workshops); gearing up for early enrollment.
- VI. New Business - none
- VII. Old Business
- a. P&T Document
  - b. Targeted Journals and Conferences
- VIII. Adjourn – 11:55 a.m.

**Dates to Remember:**

1. Kelce Golf Tournament, October 1
2. Fall Break, October 11 and 12
3. **AACSB Reaffirmation Visit, October 14 to 16**
4. Homecoming Week, October 15 to 20
5. Midterm D&F Grades Due, October 15
6. Final Drop Day, November 5
7. Rumble in the Jungle, November 3
8. Thanksgiving Break, November 21 to 23
9. Last Day to Withdraw, November 30
10. Final Exam Week, December 10 through 14
11. Commencement, December 14
12. President & Provost Visit College, March 22