

## **MINUTES**

Kelce Leadership Team Meeting  
9:00 a.m., November 19, 2019

**Present:** Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

**Guests Present:** Scott Donaldson

### **I. ALC Updates**

- a. KBOR Monthly Meeting here on Thursday – encourage faculty to attend open meeting (see email). Dr. Horner will send an email out to faculty to remind them to attend.
- b. RAVE system – not all faculty/staff signed up. All faculty and staff need to be signed up to ensure notification of weather closures and campus emergencies.
- c. Lambda Pi Upsilon – Latino Sorority colonization
- d. Academic Calendar – review and return comments/concerns
- e. NSSE Data – see handout. Preliminary NSSE data was reviewed.
  - i. Concerns include – a positive is that the KCOB has the highest numbers in the study abroad area; lowest in terms of internship and field experience. Numbers may change when report is broken down further into colleges/majors.

### **II. Updates from Scott Donaldson, Director of Admission**

- a. Plan to no longer offer Transfer Tuesdays.
- b. Would like to try to bring back a Transfer Day in the fall with participation from the colleges. Might try to have a spring transfer day next semester – not sure yet.
- c. Will continue to produce Rumbles in the fall and spring – and try to bring participants to the colleges for at least one of these events. Spring Rumble will be on April 2.
- d. Spring Rumble will have an enlarged area in the gym next time.
- e. Weekday tours – KCOB has done well scheduling prospective student appointments. Discussed Friday appointments.

### **III. Course Enrollments**

- a. High number of closed courses – need to adjust enrollment caps
  - i. Horner, Hogard and Grimes met yesterday to discuss increasing the caps for closed courses.
  - ii. It was decided to increase course capacity by 5 if course is getting close to being closed (if the room allows).
  - iii. Any courses that are at 95% of the max capacity will be increased by 5 seats.
  - iv. Some courses may be assigned to new rooms to accommodate more students.
- b. Process – need to balance accommodation, fairness, instructional quality, etc.
  - i. Discussed processes for increasing capacity for courses in the spring in order to accommodate more students.

- ii. Dr. Grimes will send an e-mail out to faculty to let them know that enrollment caps will be increased in courses that are now between 95-100% for those enrolled in that particular course.

IV. Personnel Issues

- a. Update on open faculty slots – discussed including a member of KLT on search committees. Dr. Grimes will include this information in his e-mail about increasing course capacities.
  - i. CIS – no offer to candidate – will continue search – Search Committee has begun the process of placing new ads for the position.
  - ii. ACC (2) – Temporary vs. Continuing positions
    - 1. Both positions are proposed to be Continuing Non-Tenure earning.
    - 2. Working with Russ Hall to make this happen – approval and paperwork
  - iii. MKT – moving forward with posting position.
- b. Brandi's admin position
  - i. There are 13 applicants
  - ii. Committee is screening resumes – hope to have those complete today.
  - iii. Interviews will take place next week, and hope to offer the position to one of the applicants by December 2.

V. Data Analytics Proposal

- a. Returned syllabi to Podium for development/formatting
- b. Next steps? Curriculum Committee review – undergrad and grad
  - i. Need to decide who will be co-chairing the Curriculum Committee with Dr. Lin since Ms. Shewmake will be leaving Pitt State.
  - ii. Dr. Grimes will set up a meeting with Dr. Lin and the two Associate Deans to discuss the curriculum committee composition.

VI. Miscellaneous

- a. SAP Initiative – CIS faculty to develop revised course fee proposal (\$20 per credit hour for CIS 420).
  - i. If approved this would be enough to cover the licensing fee and one or two trips for faculty attend training.
  - ii. Dr. Cummings is working on preparing the paper work for this revision to be submitted in early January.
- b. Student Recruiting – Deans' Report handouts
  - i. Enrollment numbers are increasing, but not by a lot. Still below last year's levels (again!)
- c. University Strategic Planning - annual updates
  - i. Finalizing the University's strategic plan template for Kelce and will submit soon.

VII. Updates

- a. AACR – David Hogard – Master Advisor Training is Dec. 16- need to solicit faculty to attend if they haven't participated in the past.

- b. DOBE – Lynn Murray – took 6 students to the Women in Business Conference in Lawrence last week – students enjoyed the day and got a lot out of the conference; meeting with Recruiting and Retention committee next week; discussed advertising in the Chamber of Commerce “MAP”; getting ready to start recruiting visits at high schools for FBLA and DECA; “Characters of Kelce” on social media is working out well and getting responses.
- c. KGSB – Din Cortes – Grad AOL/Curriculum Committee meeting was yesterday; will be hosting a reception for PMBA graduates on December 13 (10 graduates); discussed extending the PMBA to Paraguay; working on a proposal from Taiwan to bring a student to PSU to obtain their MBA; class sizes for PMBA are increasing along with number admitted, etc.
- d. KUSB – debrief on Associate Deans conference in New Orleans that he attended last week – it was a very good conference; Nance position – continuing or temporary?

VIII. New Business - none

IX. Old Business

- a. Administrative annual performance appraisals for 2019 – submit 2019 goals prior to Thanksgiving Break, and then complete goals for 2020 after review has been completed.
- b. Dean Grimes will provide reviews

X. Adjourn

**Fall Dates to Remember:**

1. Thanksgiving Break – November 27-29
2. Kelce Annual Holiday Party – December 9, 11:30-1:30, 121 Kelce
3. Final Exams – December 9-13
4. Commencement – December 13