M I N U T E S
Kelce Leadership Team
1:30 p.m., August 11, 2020 – Kelce Auditorium

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

I.   Administrative Issues
   a.   Transition back to campus
        i.   Covid-19 response guide being finalized – quick rundown of procedures and contacts
              1.   PSU's Pandemic Reference Documents as of 8/11 were distributed and discussed
        ii.   Provost meeting with Academic Affairs leadership groups this week
              1.   Dr. Grimes, Dr. Cortes and Dr. Horner have been invited to attend one of these leadership group meetings to go over opening plans and COVID proceedures
        iii. CTLT training offering online versions – can we encourage adjuncts and others?
              1.   Adjunct and any other faculty who have not participated in the CTLT training are encouraged to sign up
   b.   Planning for Fall Semester
        i.   Hallway striping and signage in final stages of completion
        ii.   Podium shields in classrooms are in place
        iii. Technology being checked by Chris Fleury
              1.   Especially need to check auditorium to make sure everything is up and running for the Kelce meeting on Thursday
              2.   Web cams are not expected to arrive until sometime in September

II.   Students
   a.   Latest enrollment headcount numbers from Registrar's Office; undergrad down 8.1% and overall down approximately 4.4% - there will be fewer than 5,000 undergraduate students on campus in the fall
   b.   How to distribute neck gaiters next week? Will distribute at the Kelce front entrance using Kelce volunteers during class change overs. A sign-up sheet will be available at the Kelce faculty meeting.
   c.   Grad Assistants – finalized? Not yet finalized – there are still 4.5 openings. Interviews this week.
   d.   Computer Lab Hours for fall?
        i.   Will open for normal hours to start the semester and review after 2 weeks when usage has been tracked by lab attendants.
        ii.   Cleaning will be up to the lab assistants.
        iii. Chris is planning to pull keyboards & mice at stations where there aren't chairs.

III.   Faculty
   a.   New computers for faculty have been arriving this week – Chris is processing for distribution
   b.   Program Coordinators – finalized revisions to responsibilities description; how to collect signatures?
        i.   Dr. Horner will coordinate plan to have a PC Council meeting the 2nd week of school and collect signatures at that time.
        ii.   Dr. Grimes will attend the meeting to review responsibilities with PC's.
   c.   Standing Committees – need to fill rotating positions (see handout)
        i.   Will add PC's to Standing committee List
        ii.   Discussed additional changes and additions of new faculty to Kelce Committees – new list will be distributed at the Kelce faculty meeting

IV.   Opening College Faculty Meeting – Thursday 08/13/20 at Noon for lunch; 12:30 for meeting in Auditorium
   a.   How to handle remote aspect of meeting with technology?
        i.   Will need to set up Zoom meeting and additional equipment for those planning to attend remotely

   ii. Faculty who are presenting will be asked to sit at the front of the room

   iii. Meeting will begin at after lunch at 12:30 p.m. and Dr. Grimes will begin with welcome and introductions of new faculty

   iv. 2019-2020 faculty awards will be distributed and have pictures taken

 b. Review agenda (see handout)

   i. How to handle ethics modification/vote?

    1. Dr. Cortes will explain the proposal

    2. Will ask for a motion to adopt

    3. If approved, a revised document will be distributed to faculty sometime after the meeting for signature

 c. Review Dean's Update (see handout)

   i. Dean's Report and PowerPoint slides were reviewed and discussed

V. Updates – no time for updates at this meeting

 a. AACR –

 b. DOBE –

 c. KGSB –

 d. KUSB –

 e. ADMIN –

VI. Old Business: Retreat Items – Curriculum and Degree Options

 a. Actions Underway

   i. ~~International Business Task Force – Report Received~~

   ii. ~~Professional Sales Certificate and Sales Center~~

   iii. Data Analytics Certificate – Postponed

 b. Potential New Programs

   i. Entrepreneurship and Small Business – consider starting as certificate

   ii. Business Education – will meet with COE at future date

   iii. General Business – Dr. Grimes to prepare white paper / proposal

VII. Adjourn 3:00 pm

Dates to Remember:

1. First Day of Classes – August 17
2. Labor Day Holiday – September 7
3. Meet the Firms Day (Virtual) – September 14
4. Annual Kelce Golf Tournament – October 5
5. Mid-Semester Grades Due – October 12
6. Homecoming – October 17
7. Fall Career Expo (Virtual) – October 22
8. Final Day to Drop Class – November 2
9. Commencement – November 20
10. Thanksgiving Break Begins – November 21
11. Last Day to Withdraw – November 25
12. Final Exams – December 7-11
13. Grades Due – December 14