

## **MINUTES**

Kelce Leadership Team

1:30 p.m., August 19, 2020 – Kelce #121

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

### **I. Administrative Issues**

#### **a. Back on campus**

##### **i. Policies and procedures – are we in compliance?**

##### **1. Privacy concerns leading to modifications**

- a. Any student reporting a positive COVID test to a faculty member should be asked to immediately relay those results to the Student Health Center (Taylor Panczer, COVID Case Manager, is the contact person.)
- b. During the semester startup, there may be a delay in getting absence notifications from the Student Life Office (Jordan Harding) to the faculty. Professors may hear about isolation and quarantine orders from affected students before Student Life sends the official notification.
- c. All need to be mindful of student confidentiality and privacy regulations - ie: positive COVID results and quarantine orders.

##### **ii. Any major classroom/lab or student issues?**

1. Dr. Grimes reported some confusion about face shields for instructors. Shields are acceptable face covering under university policy as announced at Kelce opening meeting. At least one faculty member contacted Pitt State administration to confirm and was given the same information.
2. Dr. Horner reported that Kelce lab 221 doesn't accommodate 14 students and had to move a CIS class to a larger lab on first floor. 221 will only accommodate 12 students due to need for instructor space. Likewise, Room 203 will only accommodate 28 students – adjustments have been made.

##### **iii. Administration reconsidering fall commencements; smaller ceremonies by program/school?**

1. Discussed possible need of hosting a KCOB-only commencement for the college.
2. KLT were asked to think about what would work best and give input to Dr. Grimes.
3. We will need to consider county requirements for indoor COVID capacities if we are asked to host our own commencement.

#### **b. Planning for Spring Semester**

##### **i. Course schedules will be due earlier than normal – need to start now – conversations with program coordinators need to begin immediately.**

1. The spring schedule will need to reflect intended modalities and COVID classroom capacities, taking into consideration how fall classes are being taught.

##### **ii. Various spring calendar options being considered – discuss pros and cons / inform faculty**

1. Dr. Horner will share this topic at KUSB meeting planned for Thursday, 8/20.
2. All are asked to share ideas about how altering the spring calendar might work.

##### **iii. KBOR wants calendar decisions made soon.**

### **II. Students**

#### **a. First week enrollment numbers still show undergraduate headcount down 8.1%**

#### **b. Grad Assistants – finalized? / Student Employees – finalized?**

- i. Discussed ensuring student and GA schedules have been finalized in each office/area.
- ii. Still have 1.5 GA positions to fill – will continue search

#### **c. Computer Lab Hours – Provost collecting schedules from across campus; concerns about availability for testing; we are monitoring our usage and will adjust hours accordingly.**

- III. Faculty
  - a. Paraguay – Bobby needs instructors for CIS 130 and MGT 101; most likely online this year
    - i. Discussed potential instructors for these courses
  - b. Travel – normal funding sources may be used for virtual conferences and workshops
    - i. Faculty union will vote soon to ratify a negotiated plan concerning this year's OST funds. Unit faculty will have choice between a cash EDC and PD expenditures. Faculty are requested to use other sources of funding at this point.
  - c. Retirements – two faculty retirement letters now on file; both at end of year
    - i. Need to determine course coverage and replacement strategies
    - ii. KBOR minimum number of doctorates may come into play
  - d. Program Coordinators – need to have meeting to distribute agreements and collect signatures –
    - i. Dr. Horner has a meeting planned with all PC's for next week
  - e. Standing Committees – need to elect Consolidated P&T Committee at KUSB meeting on Thursday
- IV. Opening College Faculty Meeting – Recap and debrief
  - a. Ethics Statement – voting issue / post corrected minutes to web
- V. Updates
  - a. AACR – David Hogard – student activities fair is today - Enactus and PBL were both represented; still working on enrolling students; discussed when new faculty can be given advising responsibilities
  - b. DOBE – Lynn Murray – faculty have distributed almost 3 boxes of neck gaiters – students very appreciative; will start working on social media updates with new GA and students
  - c. KGSB – Din Cortes – working on graduate processes with Dr. Grimes since there is no longer a graduate school dean; streamlining process for academic review of low-performing graduate students (includes 10 students this past term); David Weaver has been recruiting MBA students; Graduate Council needs 2 additional reps from KCOB – current reps are Dr. Presley and Dr. Lal
  - d. KUSB – Steve Horner – meeting with undergraduate faculty tomorrow to elect Consolidated P&T committee and making announcements; meeting with PC's next week; will be working on spring schedule very early
  - e. ADMIN – Mimi Morrison – COC coffees – no passes this year due to uncertainty in the number of events that can be held, will have to pay \$1 until further notice; asked for input on preparation of the Kelce Student Employee and GA Handbooks; if sanitizer/spray and wipes in the classrooms have been depleted, contact Mimi to restock
- VI. Old Business: Retreat Items – Curriculum and Degree Options – need to start putting together actions for faculty on these proposals
  - 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 (could be our online option)

VII. Adjourn – 2:45 pm

**Dates to Remember:**

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