

MINUTES

Kelce Leadership Team

1:30 p.m., August 26, 2020 – Kelce #121

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

- I. Administrative Issues
 - a. Back on campus
 - i. Revisions to policy concerning reporting – some confusions
 - 1. Health Center vs. Student Life – students should report a positive test to the Health Center first; Student Life is the official channel for communicating student absences to faculty – this policy is set to change
 - 2. New reporting form for students under development – reporting via FormStack will be sent to Student Life and the Health Center with information on courses in which students are enrolled with names of instructors
 - 3. Face Shields policy revisions – reviewed 2 possible revisions – decision forthcoming from President’s Council
 - 4. Announcement coming soon about group activities – AALC discussion today was concerned with group activities on campus and possibly limiting these activities. Announcement should be made soon.
 - b. Planning for Spring Semester
 - i. Course schedules – need to be working on spring schedule and identify modality for each course – this will allow Pitt State to collect course fees for technology-based modalities and provide students with information to make choices in their best interest
 - ii. Spring Calendar – decision coming soon – one option will include keeping start date the same, but having spring break the first week of school
 - c. Overall enrollment count is down by 5.5% for the fall semester for all students – less than 5,000 undergraduates enrolled for the first time in many years
- II. Students
 - a. Any major issues with COVID policies and procedures?
 - i. Initially there was some confusion in figuring out modality of courses
 - ii. Masks seem to be taking a toll on students/faculty
 - b. Awaiting headcount after last day to withdraw with full refund
 - c. Grad Assistants now at full staff
 - d. Computer Lab Hours – impressions of usage? Labs seem to be used heavily because of scheduling classes in both labs. Lab monitors keeping track.
- III. Faculty
 - a. Need to identify a “heavy user” of Digital Measures for advisory group
 - i. PSU will hire a new director of Institutional Effectiveness, to replace Dai Li, who will also oversee Digital Measures
 - ii. Advisory group will include reps from colleges – need to identify a heavy user from KCOB to participate in the advisory group
 - b. Several appointments to university committees made – requests continue to come in
 - c. Virtual conferences – treat as if faculty member was away
 - d. Retirements – visited with Howard and presented a plan – will discuss later
 - e. Program Coordinators – Steve scheduled meeting for later today – will start working on the schedule, staggered terms for PC’s
 - f. Standing Committees – have all selected chairs? Chairs have not been reported – email reminder will be sent

- g. Ethics Statement – signatures collected from most; protested comments – will send out a reminder for those who have not yet submitted
- IV. Curriculum
 - a. Low enrollment programs flagged by KBOR – Economics and International Business
 - i. Dean will prepare briefing on each for Howard – presentation later this semester to board
- V. Updates – no reports
 - 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 – 1:55 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