

MINUTES

Kelce Leadership Team

1:30 p.m., September 9, 2020 – Kelce #121

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

- I. Administrative Issues
 - a. COVID-19 Issues
 - i. Reporting and Policies
 - 1. Any concerns with student reporting since last update?
 - a. Discussed student reporting – may request a change on Student Life email that goes to instructors to differentiate between reporting that the student will be out because of Covid, and the email that comes when the student is allowed to return to class.
 - b. Discussed allowing visitors making presentations in classes this semester. The current policy states that no off campus speakers until at least September 14. Instructors should have speakers join class via Zoom or some other online meeting format until restrictions have been lifted
 - 2. Issues with face shields policy revisions?
 - a. One instructor had several questions about this policy. Questions answered and issue resolved.
 - ii. Planning for Spring Semester
 - i. Course schedules – time line distributed – schedule for spring is due by 9/23
 - 1. Adjuncts – how are we with budget relative to needs? Total academic year budget for adjuncts is \$77,000 – used \$36,000 2020 fall.
 - ii. Spring Calendar –
 - 1. Administration is leaning toward starting the semester with spring break
- II. Students
 - a. Any major concerns with accommodations from faculty? – no major concerns
 - b. Computer Lab Hours – survey of usage results? nothing to report at this time
 - c. Meet the Firms – virtual format this year – 9/14/20
 - i. open employer break room will be conducted in Zoom
 - ii. students are required to sign up for the event in Handshake – individual meeting times with employers are set up
 - iii. Mr. Hogard will send email to faculty to encourage students to sign up, and Dr. Cortes will send email to MBA advisees.
- III. Faculty
 - a. Wei Sha will be our Digital Measures rep for new advisory group
 - b. Retirements – plan for Provost is needed so that salary lines stay intact – Drs. Freund & Bracker will be retiring at the end of the spring semester – CIS faculty search on hold
 - c. Program Coordinators – need final signatures – Dr. Horner will obtain forms
 - d. Standing Committees – finalized listing (attached)
 - e. Ethics Statement – holdout – will need to discuss with holdout at annual evaluation time
- IV. Curriculum
 - a. Statewide articulation agreements – intro marketing course on this year's list as expected
 - i. Dr. Murray distributed a draft copy of Request for New Course MKTG 201 Fundamentals of Marketing, waiting on syllabus before submitting for approvals – will be part of the Pathway

- b. Low enrollment programs flagged by KBOR – Economics and International Business
 - i. Briefing on each for Howard – presentation later this semester to KBOR – Dr. Grimes will prepare information for the Provost
- V. Updates
 - a. AACR – Hogard – he will present at the faculty development workshop next week on Academic Advising; using new catalog for advising
 - b. DOBE – Murray – recruiting visits have started (8 this semester so far); phone calls are ongoing; WSU CMD was contacted about trying to set up an event in the spring (could potentially go online with 3DS and may be able to offer it for credit); first student is ready to sign up for the sales certificate program
 - c. KGSB – Cortes – updates – LaRochelle would like to renew agreement for an additional 5 years (Dr. Cortes has prepared addendum that should suffice for the renewal); request to start the MBA program at 2 universities in China (bigger university may be more interested in PMBA); Commencement Committee update – undergraduate students are more interested in traditional commencement and graduate students don't feel as strongly; there are about 500 fall 2020 graduates, and 150 graduates from spring 2020 & summer 2020 who may come for commencement; venues are being discussed – inside facility is preferred at this point (Weede); need to get details out to graduates by September 15
 - d. KUSB – Horner – working on spring 2021 schedule of classes – goes live October 1; received 1 sabbatical request for 22SP; P&T dossiers are due Friday – one expected
 - e. ADMIN – Mimi – will post Kelce Golf Tournament posters on bulletin boards in building; notes will be posted on podiums in all classrooms asking faculty to do the following at the end of their class - (1) turn off microphone, (2) log out of computer, (3) turn off projector, (4) sanitize podium/teaching station
- 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 – 2:40 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