

MINUTES

Kelce Leadership Team

1:30 p.m., June 16, 2020 – Online Teams Meeting

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

Guests Present: Kevin Bracker

- I. Guest: Kevin Bracker
 - a. Update on Academic Affairs Working Group – transition issues to prepare for fall semester
 - i. They think masks will be required on campus when students return
 1. Enforcement policies for wearing face masks – no good solution (discussions on de-escalation training, but this probably won't occur)
 2. Very important to get faculty buy-in on everyone wearing masks. This could be a close parallel to the smoking/non-smoking policy on campus.
 3. Masks may be difficult to wear for teaching faculty, especially for those in 75 minute or longer classes.
 - ii. Scanned in attendance tool to use as a means of contact tracing
 1. This would allow the university to keep track of which students are in contact with other students/teachers.
 2. Considering John Kuefler's program for campus-wide implementation.
 - iii. Classrooms
 1. Difficult to maintain 6' distancing. Reduces the capacity of classrooms exponentially for courses. Will review capacities.
 2. There has been push back on requiring anything under 6' physical distancing. What is the trade-off between distancing and masks? Do we need both?
 - iv. Course format
 1. Dr. Bracker encourages the hybrid format for courses as opposed to face-to-face and on-line.
 2. Each instructor will need to teach in the format that works best for them, their students and their course content.
 - v. CTLT – needs assistance in training faculty. Susan Dellasega has recommended that faculty within the colleges act as the first line of reference for faculty.
 - vi. Calendar
 1. Concerns about students taking finals online during finals week
 - a. Not necessary to have final during finals week, but faculty would be constrained to the time frame of an actual class period for final, and then offer projects, etc. during the on-line class period time frame (after Thanksgiving and through Finals week).
 - b. In discussion with Deans, Dr. Grimes stated they have discussed the issue of finals being offered at a time other than finals week, and additional projects after which will need to be in the course syllabus at the beginning of the semester. How to enforce?
- II. Administrative Issues
 - a. Transition back to campus
 - i. Pitt State Together – planning document distributed – feedback? No objections raised from our faculty or staff.
 1. Kelce offices reopened yesterday with staggered shifts – issues? No issues reported.
 2. Signage for building – ordered placed through Abby – “about 3 weeks” for delivery
 3. College deans discussing classroom capacity issues – see spreadsheet (in Files)
 - a. Discussion followed on classroom capacities from Dr. Grimes spreadsheet

- i. Kelce has classrooms with stationary chairs/tables and those with movable chairs/tables
 - ii. Functional capacity as compared to enrollment on the spreadsheet shows current enrollment already exceeds functional capacity by a significant amount for almost all courses
 - b. Lindell Haverstic will talk to the Dean's to explain what the logic is in determining the architectural functionality of classrooms. Dr. Grimes will share this information with KLT.
 - c. Discussed using 121 Kelce and the auditorium for classroom space
 - ii. ITS plan – see Angela's communication (in Files) / we will coordinate building plans for fall
- b. Planning for Fall Semester
 - i. Working Groups – ongoing / Finance group discussing furlough options in case it becomes necessary
 - 1. Currently working on how furloughs could be constructed if it comes to that point.
 - 2. Lots of discussion – no decisions made regarding final recommendations
 - ii. Kelce Task Force – need to determine practical functional capacity for each classroom; no clear guidelines adopted at this point; "rules of thumb" may not be appropriate (see above)
 - 1. Kelce task force has been asked to determine what the practical capacity of each classroom in Kelce would be that will make more realistic sense than the spreadsheet that Dr. Grimes shared.
 - iii. Budget Uncertainties – close out of fiscal year
 - 1. Zoom lecture equipment in classrooms (camera, microphone, cables), would cost approximately \$200 per classroom. Will discuss later which rooms will require the equipment.
- III. Students
- a. CARES – ongoing
 - i. Today is last CARES before the final session in August.
 - ii. Most gateway classes are full (92 total enrolled as of today)
 - b. Latest enrollment headcount numbers from Registrar's Office – update distributed via email last Friday; Fall Undergrads down 5.7% and Summer Undergrads down 9.7%
- IV. Miscellaneous
- a. Data Analytics – no word from VP Ball
 - b. Construction Management and Minor in Business Students; Kevin is reviewing CM CET 530 Construction Cost Management syllabus
 - i. Dr. Bracker has reviewed and visited with finance faculty who are okay with using the CET 530 course as a substitute prerequisite for Business Finance for this particular program.
 - ii. Students need to make sure that ACCTG 201 be taken before the other two courses, and not put off Business Finance until the last semester.
 - c. Pawan Kahol and Brenda Frieden both retire at end of month; AALC gathering on Thursday evening
- V. Annual Performance Reviews
- a. KLT members – due by this Friday
- VI. Updates
- a. AACR – David Hogard – no additional report
 - b. DOBE – Lynn Murray – posted info in Teams from Clemson on blended classrooms – pros and cons – modes of teaching (could help faculty on managing their classrooms); getting requests for student assistance from the community – this could help student organizations
 - c. KGSB – Din Cortes – updates: Professional Development day panel participants are set up and will talk about their experiences teaching in the PMBA program; there has been confusion about students being dropped from classes and then added back in – hopefully this has been resolved at PSU; Dr. Cortes will be meeting with Registrar, Business Office, Financial Assistance, etc. in July about these issues; discussed applicant for PMBA who is currently in the US legally on a VISA and waiting on application to be approved by the graduate dean; Susan Dellasega is working on a survey for her doctorate program that she'd like to send out to PMBA students; working to get Graduate Service status for Dwight Strong

- d. KUSB – Steve Horner – looking for adjunct to teach Intro to Business; working on offices for new faculty and teaching two on-line classes
- e. ADMIN – Mimi Morrison – staggered schedules for Admins starting June 15 – it’s okay for Admins to come in on days they aren’t scheduled to be in the office, but they must absolutely be in the office on scheduled days; reminded student employees and Admins about completing the Pitt State COVID Health Questionnaire every day they are in the office; all offices are attempting to wait to order office supplies until after the end of the fiscal year – offices will inventory what they have and will share supplies until more can be ordered.

VII. 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 – See above

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

VIII. Adjourn – 3:00 pm

Dates to Remember:

1. Kelce Administrative Offices Reopen – June 15
2. Summer II Session Begins – June 29
3. Holiday - No Classes – July 3
4. Campus Reopens to Public – July 7