

MINUTES

Kelce Leadership Team

1:30 p.m., June 9, 2020 – Online Teams Meeting

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

I. Administrative Issues

a. Transition back to campus

- i. Pitt State Together – planning document still not released; latest version returns to a firm date for opening buildings to public
 1. Howard would like Academic offices to transition back beginning June 15th – try to maintain regular summer hours but allow flexible and staggered in-person schedules; Mimi and Admins have devised a staffing plan; need to ask Jerrica to arrange for door openings
 - a. Mimi will communicate to Irene, Rachel and Melissa about returning to work on June 15.
 - b. Mimi will talk to Jerrica about opening and closing the building starting June 15. Will create signs to post in other entry ways that won't be unlocked. (Beginning June 15, the building will be open, only south doors will be unlocked.)
 2. Signage for building – spreadsheet from Abby – discussed potential signage for building (striping in the hallways – need 1" tape)
 - a. # of signs / striping of hallways
 - b. Directional flow of stairways
 - i. Logic from committee was to make stairwells less congested
 - ii. 224 classroom area turns into a bottleneck and would give easy access to leaving the building from the northeast stairwell.
 - iii. Discussed designating the two south entrances (front of building facing Cleveland Street) as one entry-only and one exit-only
- ii. Desk panels finally arrived; Mimi has distributed to offices

b. Planning for Fall Semester

- i. Working Groups – ongoing
- ii. Kelce Task Force – update
 1. 5 faculty members reported self-identified risk – may need to go fully online with their courses if that works better for them
 2. Physical plan recommendations (see handout sent via email)
 3. Discussed potential class calendars for fall and spring – KBOR is coordinating plans across campuses
- iii. Budget Uncertainties – do we have any major upcoming expenses?
 1. This FY is coming to an end. No additional major expenses identified for this year.

II. Students

a. CARES – ongoing

- i. David reported that CARES is continuing to go very well. Individual advisement appointments seem to be better than one mass advising session.

- b. Latest enrollment numbers – see handout sent via email; note that they are not directly comparable to last year's numbers due to the fact that some student groups enrolled prior to CARES this year due to format change – numbers will again be comparable after CARES completes

- III. Miscellaneous
 - a. Data Analytics – awaiting word from VP Ball
 - b. Construction Management and Minor in Business Students; asking if we can substitute CMCET 530 Construction Cost Management for ACCTG 202 Managerial Accounting to satisfy Minor in Business Administration requirements
 - i. Joe Levins in the construction program has requested allowing Construction Management (Business emphasis) students to obtain our Business Administration Minor by substituting CMCET 530 Construction Cost Management for ACCTG 202 Managerial Accounting. (Construction students take no upper division Accounting courses, but Managerial is a prerequisite for Business Finance.)
 - ii. Total number of students very small – Business Administration Minor is not required for their degree, but is an optional add-on.
 - iii. Dean can approve course substitution for Construction Management majors seeking our minor and to allow CMCET 530 to satisfy as a prerequisite for Business Finance. Need to determine if this is satisfactory to Finance faculty. Dean Grimes will visit with Finance PC Kevin Bracker to discuss the prerequisite issue.
 - c. Changing admission requirements for Kelce – David Hogard
 - i. There are an increasing number of students who, for a variety of reasons (new Pathways curriculum, recent reduction to 120 hours, etc.), don't meet formal admission requirements to Kelce. Discussed modifying admission requirements in order to allow these students take additional required courses and to keep them on path toward degree.
 - 1. Most reasonable enforceable alternative:
 - a. Change current restriction of “no 300-level course enrollment until admitted” to “no 400-level course enrollment until admitted”
 - b. David will put together a memo for KLT approval then on to Kelce Curriculum Committee and on to General Faculty meeting for faculty to approve.
- IV. Annual Performance Reviews
 - a. KLT members – Oracle evaluation module may now be back up and running
 - i. KLT will submit their information via e-mailed Word documents by June 19 to the Dean
- V. Updates
 - a. AACR – Hogard – has concerns about activities of Kelce student organizations; PBL National Leadership on-line conference is later this month; many Kelce students will be admitted by fall – need to train faculty advisors on new degree audit documents
 - b. DOBE – Murray – will be calling students who have accepted but have not yet signed up for CARES to enroll for the fall; talked about GA appointments for fall; discussed alternatives for the fall Picnic; discussed technology and space requirements for fall classes
 - c. KGSB – Cortes – Summer PMBA courses are going well; working with LaRochelle in France on exchange agreement; discussed eligibility of an international student, who is in the US on work visa, into the PMBA program; discussions have been ongoing with the International Office on allowing international students who aren't able to return to take on-line courses in order to continue their Pitt State education (following the model for undergraduate international students)
 - d. KUSB – Horner – staffing issues – Julie Eichenberger's contract has been returned – still looking for an instructor for the open Intro to Business course; met with AOL - they are making progress putting together an assessment plan; looking to assign offices for our new faculty members (2 accounting & one marketing)
 - e. ADMIN – Morrison – no report
- 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 – 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

VII. Adjourn – 3:10 pm

Dates to Remember:

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

Hallways

- Designate lanes in the hallways.
- Remove all benches, computers, trash/recycling bins
- Move collegio stand to where trashbin was.
- No congregating outside 111
- Discourage congregating by encouraging moving outdoors between classes. How to manage dismissals – like old intercom system dismissing classes? Or loading an airplane Faculty lead to classroom from outside? Staggered?
- In all halls but 110 Suite hallway, mark spaces along wall with social distancing signage
- Signage needed:
 - directional arrows
 - social distancing signage, spacing
 - center line markings (red or yellow duct tape)
 - No loitering or no standing signs

Classrooms

- Ensure distance by removing desks that abut the computer desks in classrooms
- In 203, 112, 224, designate 1 entry as exit and one as exit as follows
 - 112 & 203: enter through east door, exit through west
 - 224: enter through south door, exit through north door
 - Signage
 - social distancing reminders
 - directional arrows
 - enter and exit signs

Stairs

- Designate stairs at northeast corner and the westernmost as down only
- Designate stairs on east side as up only
- Signage:
 - directional arrows
 - exit entrance signs
 - general social distancing signs

Entrances & Exits

- NE & NW (by former band space) entrances designated exit only
- All other entrances have two-way traffic with individual doors identified as enter/exit only
- Signage
 - This way arrows
 - Do not enter signs – exit only (4)

Discouraging Loitering

- Tents outside
- First couple of weeks of classes, offer some entertainment, snacks, water to encourage waiting outside

Pittsburg State University
Summer 2020 Enrollment Comparison Report
6-5-20 compared to 6-7-19 and 6-8-18 (comparable days to first day of class)

	2018	2019	2020	Change 19-20	% change	2019-20th day
Undergraduate	1473	1366	1182	-184	-13.5%	1263
Graduate	846	1055	1211	156	14.8%	1277
Total Enrollment	2319	2421	2393	-28	-1.2%	2540
Undergraduate						
ZH freshman	20	15	22	7	46.7%	12
New Transfer	56	75	58	-17	-22.7%	71
Guest (HS concurrent)	0	1	2	1		1
Readmission	51	26	21	-5	-19.2%	30
Returning	1340	1246	1079	-167	-13.4%	1144
New IEP	4	0	0	0		0
New International ZH	2	3	0	-3		5
New International TR	0	0	0	0		0
New Exchange	0	0	0	0		0
Total Undergraduate	1473	1366	1182	-184	-13.5%	1263
Graduate						
New	243	262	255	-7	-2.7%	399
Readmission	9	3	3	0		4
Returning	594	790	953	163	20.6%	874
Total Graduate	846	1055	1211	156	14.8%	1277
<i>All categories below are included in totals above</i>						
International						
Undergraduate - New	2	3	0	-3		5
Undergraduate - Transfer	0	0	0	0		0
Undergraduate - Returning	62	44	33	-11	-25.0%	39
Graduate - New	0	0	2	2		0
Graduate - Returning	21	24	31	7	29.2%	24
Undergraduate Exchange	0	0	0	0		0
Graduate Exchange	0	0	0	0		0
IEP - New	4	0	0	0		0
IEP - Returning	4	2	0	-2		2
International Total	93	73	66	-7	-9.6%	70
Continuing Studies						
Undergraduate	821	799	795	-4	-0.5%	764
Graduate	733	855	907	52	6.1%	1073
CS Total	1554	1654	1702	48	2.9%	1837
KC Metro						
Undergraduate	0	0	0	0		0
Graduate	12	11	7	-4		12
Undergraduate						
Kansas	954	893	779	-114	-12.8%	826
Gorilla Advantage	380	351	314	-37	-10.5%	321
Gorilla Edge	35	23	15	-8	-34.8%	33
Legacy	3	0	2	2	#DIV/0!	0
MSEP	9	7	3	-4	-57.1%	7
Domestic Nonresident	21	43	36	-7	-16.3%	30
International	71	49	33	-16	-32.7%	46
Total Undergraduate	1473	1366	1182	-184	-13.5%	1263
Graduate						
Kansas	608	723	771	48	6.6%	946
Gorilla Advantage	153	153	165	12	7.8%	157
Gorilla Edge	4	2	1	-1	-50.0%	1
Domestic Nonresident	60	153	241	88	57.5%	149
International	21	24	33	9	37.5%	24
Total Graduate	846	1055	1211	156	14.8%	1277

Pittsburg State University
Fall 2020 Enrollment Comparison Report
6-5-20 compared to 6-7-19 and 6-8-18 (comparable days to first day of class)

	2018	2019	2020	Change 19-20	% change	2019-20th day
Undergraduate	4368	4295	4034	-261	-6.1%	5181
Graduate	909	1040	1176	136	13.1%	1464
Total Enrollment	5277	5335	5210	-125	-2.3%	6645
Undergraduate						
ZH freshman	483	509	518	9		916
New Transfer	261	245	234	-11	-4.5%	456
Guest (HS concurrent)	0	0	1	1		196
Readmission	50	51	28	-23	-45.1%	97
Returning	3565	3490	3251	-239	-6.8%	3445
New IEP	0	0	2	2		2
New International ZH	0	0	0	0		11
New International TR	0	0	0	0		3
New Exchange	9	0	0	0		55
Total Undergraduate	4368	4295	4034	-261	-6.1%	5181
Graduate						
New	111	80	89	9	11.3%	444
Readmission	0	1	2	1		2
Returning	798	959	1085	126	13.1%	1018
Total Graduate	909	1040	1176	136	13.1%	1464
<i>All categories below are included in totals above</i>						
International						
Undergraduate - New	0	0	0	0		11
Undergraduate - Transfer	0	0	0	0		3
Undergraduate - Returning	89	70	44	-26	-37.1%	80
Graduate - New	14	1	8	7	700.0%	42
Graduate - Returning	41	62	76	14	22.6%	65
Undergraduate Exchange	9	9	7	-2	-22.2%	64
Graduate Exchange	0	0	0	0		7
IEP - New	0	0	2	2		2
IEP - Returning	0	0	1	1		1
International Total	153	142	138	-4	-2.8%	275
Continuing Studies						
Undergraduate	114	175	181	6	3.4%	398
Graduate	668	695	721	26	3.7%	920
CS Total	782	870	902	32	3.7%	1318
KC Metro						
Undergraduate	0	0	0	0		0
Graduate	12	10	8	-2	-20.0%	11
Undergraduate						
Kansas	2957	2901	2748	-153	-5.3%	3500
Gorilla Advantage	1103	1110	1087	-23	-2.1%	1310
Gorilla Edge	141	141	75	-66	-46.8%	130
Legacy	8	5	5	0	0.0%	6
MSEP	20	9	11	2	22.2%	13
Domestic Nonresident	41	50	54	4	8.0%	61
International	98	79	54	-25	-31.6%	161
Total Undergraduate	4368	4295	4034	-261	-6.1%	5181
Graduate						
Kansas	590	668	697	29	4.3%	901
Gorilla Advantage	191	169	182	13	7.7%	222
Gorilla Edge	8	5	8	3	60.0%	3
Domestic Nonresident	65	136	205	69	50.7%	224
International	55	62	84	22	35.5%	114
Total Graduate	909	1040	1176	136	13.1%	1464