

MINUTES

Kelce Leadership Team

1:30 p.m., July 14, 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 for fall

1. Classroom/modality reassignments – deans met with Howard this morning (with Melinda Roelfs & Heather Eckstein)
 - a. Most classroom assignment changes have now been taken care of after some last minute conflicts; the Kelce schedule should now be set
2. Course modality system for students – ITS previewed it to deans yesterday; units are charged with inputting modality changes and keeping it up-to-date; decision was that admins will enter the data; instructions forthcoming this week
 - a. Students will be able to look up their courses to see if there have been any changes in the modality of their scheduled courses (modalities are: online, F2F, hybrid, hyflex, & “other”)
 - b. Rachel will need to set the modality for all courses affected after we determine which modality definition best fits each instructor’s plans for the semester (Dr. Horner will contact course instructors for this information)
 - c. Data will need to be entered into the new system within a week so that an email can be sent out to students informing them of how view the impact of the modality changes on their course schedules
3. Mask Policy statement is forthcoming – deans have previewed draft
4. Office hours and accessibility of faculty/staff; any discretions for extra-normal accommodations should be documented
 - a. Discussion followed on viability of conducting office hours, committee meetings, etc. online during the fall semester:
 - i. could leave more work for those who are actually working on campus
 - ii. could create problems with advising students, and putting an undue burden on the Academic Advising office
 - iii. might need to look at determination based on individual faculty and their expected commitments
 - iv. will need to document any accommodations made for individual faculty members
 - b. Dr. Grimes will prepare a proposed agreement to document individual accommodations. KLT will review for input.

ii. Campus plans to reopen buildings next week

1. Determine our plan – staggered shifts as before latest postponement? Building hours?
 - a. Admins will go back to staggered shifts. Admins have been contacted about this and are in agreement concerning their schedules.
 - b. Building will be open from 8:00-4:30 until further notice starting next Monday, July 20. Will open front two doors on the south side and keep others locked. Mimi will contact custodial staff about opening the building and place signs about access and face masks.
 - c. Shields will be installed in each classroom at podium and any desks/tables at the front of the classroom.
 - d. Student employees will be allowed to return to offices next week.

2. Auditorium refit; underway; need to furnish and determine final capacity
 - a. Podium, equipment and furniture will be moved from 111 and other classrooms into the auditorium.
 - b. Will print off labels for furniture that is moved so original location is known.
 - c. Projector and screen are being installed by CTLT.
 - d. Network drop has been installed.
 - e. Signage should be ready before classes begin in the fall.
- b. University Actions
 - i. Working Groups – nothing finalized yet on recommendations that will go to central administration; Academic group planning a return to campus guidebook for students
 - ii. Training – Provost determining stipend schedule; CTLT developing courses and content; open to anyone teaching a course including adjuncts who will be encouraged to participate; not sure yet on days for training
 - iii. Budget Situation – one-time money from the Federal Government (some direct and some funneled through the State of Kansas) should help significantly, making enrollment our most important concern at the moment; long-term issue is FY22; state has already cut our base allocation which has been filled with relief dollars but unlikely to be returned in next legislative session; Provost wants all units to start planning on where and how to cut sooner than later – since we don't know what enrollments will look like, it will be impossible to determine how much will be needed until later this fall (possibly 10-15%)
 - iv. KNEA – negotiations restarted; meeting on Thursday to present proposal concerning process for furloughs and salary reductions
- II. Building
 - a. Kelce Fire Marshall report – cited for having fire doors open on the first floor, and classroom furniture in the hallways (due to waxing in classrooms)
 - b. KBOR is sending a team to do an assessment tour of buildings on campus during weeks of July 20 and July 27. They will be touring Kelce and several other buildings on campus.
 - c. Space Assessment Survey will also be taking place in all campus buildings before school starts – taking measurements and capacities for rooms
- III. Students
 - a. Latest enrollment headcount numbers from Registrar's Office – update distributed via email last week; Fall Undergrads down 7.5% and Summer Undergrads down 10+%
 - i. Discussion on continuing enrollment of business students and whether students may drop courses based on modality changes.
- IV. Faculty
 - a. Program Coordinators are needed for these two areas
 - i. Accounting and International Business – did messages go out to faculty?
 1. Messages have been sent to Accounting and other faculty. No assignments made to date.
 - b. Collegiality between faculty – do we need a statement in the Code of Ethics?
 - i. Discussion followed on requiring certain expectations of faculty with regard to their collegial relationships with faculty colleagues.
 - c. Dr. Cortes, Dr. Horner and Dr. Grimes will work on a proposal for the collegiality issue and also discuss program coordinators later this week.
- V. Curriculum
 - a. Data Analytics – Removed courses from fall schedule; will re-evaluate when if a contract agreement can be reached.
 - b. Construction Management and Minor in Business Students; Dean Grimes still needs to meet with Melinda to see if we can set up the one course substitution in the system for Construction majors only
- VI. Annual Performance Reviews
 - a. KLT members – Mimi will schedule a visit with each KLT member for their one-on-one review after the university is reopened

- VII. Updates
- a. AACR – David Hogard – prepared report showing that there are approximately 760 undergraduate degree seeking students who anticipate they will graduate fall 2020 or later; focusing effort on contacting current students who have not enrolled
 - b. DOBE – Lynn Murray – student worker has continued to make calls and is focusing on those who have been accepted but not yet enrolled.
 - c. KGSB – Din Cortes – PMBA census file – generated 795 credit hours with 265 students enrolled in the spring semester. There are 560 students who have applied for the PMBA program with 330 enrolled. Met with Melinda Roelfs, Tammy Higgins and Barbara Winter to discuss AP and smoothing out the process of enrolling students and students being dropped Discussed needing better communication from AP on how they are communicating with new students and communicating deadlines effectively on the web page. PSU Realignment Committee is working on process for evaluating programs and giving that recommendation to the Provost.
 - d. KUSB – Steve Horner – discussed that some faculty have requested changes in modality methods for their courses; operational issues about split courses – faculty will determine which students come to class on which days
 - e. ADMIN – Mimi Morrison – office supply orders are being submitted for all office suites in the building – Physical Plant has agreed to deliver to offices when orders arrive; neck gaiters for students should arrive next Monday; contacted university photographer about availability for taking photos for new faculty and staff
- VIII. 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
- IX. Adjourn 3:20 pm

Dates to Remember:

1. Campus Reopens to Public – July 17
2. First Day of Fall Classes – August 17
3. Labor Day Holiday – September 7
4. Mid-semester Grades Due – October 12
5. Dismissal for Thanksgiving Break – November 21
6. Commencements – November 21
7. Classes Resume Online – November 30
8. Final Exams Begin – December 7
9. Semester Closes – December 11