

## **MINUTES**

Kelce Leadership Team

1:30 p.m., July 28, 2020

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

**Absent:** David Hogard (excused)

### **I. Administrative Issues**

#### **a. Transition back to campus**

- i. Pitt State Together – transition back to campus
  1. Concerns about recent state-wide uptick in Covid cases
  2. Governor's announcement last night – consider returning to Phase 2 – not sure how this will impact education in the state. Provost has asked that we communicate to faculty that they continue to be prepared for any type of situation.
  3. Need to continue preparations and be ready for *anything*
- ii. Most of campus now reopened; rescinded prior plan for normalcy by August 3<sup>rd</sup>
- iii. CTLT training underway; what is degree of Kelce participation?
  1. Dr. Horner will check with CTLT to find out which faculty from Kelce are attending

#### **b. Planning for Fall Semester**

- i. University Working Groups – still finalizing recommendations; plans to go to PC first before anything goes out to the campus as a whole
- ii. Kelce Task Force – implementing group's recommendations concerning rooms and traffic flow patterns; work order in for floor striping; signage not yet received – should be here this week; picnic tables have been ordered for outside all buildings as a waiting area for students between classes
- iii. Modalities – Provost wants a campus-wide final day for faculty adjustments in modality; likely at end of CTLT training (August 7<sup>th</sup>); will handle later adjustments appropriately
- iv. Building – Auditorium mostly complete; 111 to be used for GAs; 215 offline as classroom and used as storage for chairs/tables; each classroom has had # chairs/tables reduced to Covid-capacity (task force members need to double-check rooms); computer labs not adjusted yet; still need to determine how many people can be in the Backstage Common's study area

### **II. Students**

- a. Latest enrollment headcount numbers from Registrar's Office; undergrad down 7.5% and overall down approximately 5%

### **III. Faculty**

- a. Faculty Printers – what do we do for new faculty? Chris working on access to suite copiers as printers for all faculty regardless of office location. It was decided to communicate with Chris to try to find printers that are currently in inventory for new faculty who require a printer.
- b. Fall General Faculty Meeting – how do we want to handle opening meeting? Will plan to have meeting in the auditorium if it will be an in-person meeting. Meeting will be scheduled on the Thursday (8/13) before classes begin. Will try to provide box lunches prior to meeting.
- c. Program Coordinators – see PC agreement; are there any revisions necessary? Are the terms actually staggered? Do we want folks to sign? How do we announce new appointments?
  - i. Reviewed document and will have each PC sign and keep a copy in their College personnel file. Revision suggestions are due to Dr. Grimes by tomorrow.
  - ii. New PC's for this academic year: Will announce at the opening faculty meeting.

- IV. Curriculum
  - a. Data Analytics – no update on if DA will offer free course in spring
  - b. KBOR – common General Education curriculum initiative (see handout); Registrar Roelfs representing Pitt State
- V. Updates
  - a. AACR – none
  - b. DOBE – Lynn Murray – discussed preparing a structured template to distribute to students regarding modality of specific courses (Dr. Murray will prepare a draft and send to KLT to approve)
  - c. KGSB – Din Cortes – CTLT has recommended that all faculty use Canvas and other technology tools available; still receiving a lot of applications for PMBA (20 in the last week); working on finding instructors/teachers for PMBA courses; participating in PD day on August 12 – will discuss PMBA along with several instructors of those courses; discussed PMBA processes and problems with contacting AP for enrolling, etc.
  - d. KUSB – Steve Horner – working with faculty on course modalities; Rachel is working on hiring 2 student employees; still need to hire 3.5 graduate assistants;
  - e. ADMIN – Mimi Morrison – vacation August 3-7 – students will be staffing office; Admins will be back working every day in the office as soon as summer hours are over beginning on Monday, August 10; KLT meetings are planned for Wednesdays at 1:30 for the fall
- 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 – 3:00 pm

**Dates to Remember:**

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