

MINUTES

Kelce Leadership Team
10:00 a.m., January 26, 2021

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

- I. Special Guest: Chris Fleury
 - a. Computer Labs discussion
 - i. Current conditions of computers in labs, classrooms – storage space on all is very limited
 - 1. Oldest is the Kelce laptop cart – 10 years, 9 months old (originally 30 machines, now down to 18). Would be better off to have a small number of up-to-date lap tops available.
 - 2. ACIS/Tutor labs have 26 + 8 (Tutor) computers – 8 years, 8 months old (used to be in main Kelce Lab). 1/3 will fail to boot or freeze.
 - 3. Accounting lab – 6 years, 7 months, 6 computers – not highly used but in good shape
 - 4. Classrooms – 8 years, 1 month – 13 computers – all working – wouldn't take much to replace to small-form machines
 - 5. Kelce lab (103 & 105) – south lab – 7 years, 8 months (34 working computers) – several computers freeze up and need to be re-started; center lab 6 years, 7 months – 6 computers; north lab – 5 years, 7 months – no web cams, 48 computers + teacher computer
 - 6. Proposal – take south & center lab computers out and spread out all north lab computers. This proposal will leave space for student personal computers. This will leave a total of 45 total computers in all 3 labs. (18 + 24 + 3). South lab computers can be used to update ACIS lab & GA/student computers. Discussed that we may be able to use covid funds for replacing classroom computers/ monitors. 12 for classrooms and 12 for cart + new mobile cart. Chris will work on quotes.
 - a. Horner will send memo to faculty for input about the lab computers and paring down the numbers.
 - b. Installations and removals could be completed in one afternoon

Meeting paused to be continued on Thursday, January 28

--10:00 a.m., January 28, 2021 meeting continuation--

- II. Administrative
 - a. COVID-19 Issues – status quo
 - b. Civic Discourse Forum – K-State webinar program is tonight – Chris Childers is representing us and Dr. Grimes will be attending online
 - c. KCOB highlights from last year to Howard for president's KBOR review
 - i. Send accomplishments / highlights that are KBOR worthy to Dr. Grimes (from 2019-2020)
 - d. Combine Fall Break with Thanksgiving Break – feedback to Howard
 - i. Calendar discussions are continuing in Presidents Council for fall – input is needed from students & faculty
 - e. Format of fall semester classes – assume the same until decision is made differently
 - i. Err on the side of teaching face-to-face; easier to switch modality – decision will be made this semester
 - ii. Pre-enrollment begins April 4th
 - f. KBOR's ongoing review of low enrollment programs – board *directed* K-State to merge 2 programs
 - i. Pitt State low enrollment cases will be presented to board in two months

- ii. Provost version of cases of low enrollment courses at Pitt State will be reviewed before presentation to KBOR
- III. New Committee & New Task Force
 - a. Part-Time Lecturers Committee – initial membership
 - i. Appoint faculty to committee with their permission. Need to suggestions for committee membership nominations for these areas:
 - 1. Management – Lisa Paterni
 - 2. Accounting – Julie Eichenberger
 - 3. IS – Praveen Guraja
 - 4. IB – Melinda Roelfs
 - ii. Dr. Horner will contact all to see if they are willing to serve (other degree areas currently have no adjuncts)
 - b. Social Impact Task Force - Finalize membership and ideas for charge
 - i. Volunteers after the meeting – Sang Lee, Alex Binder, Din Cortes
 - 1. Others needed – Accounting-David Weaver; Marketing-Mary Judene Nance
 - 2. Dr. Grimes will send invitation to Weaver and Nance
 - ii. Charge for group will be prepared by Dr. Grimes to include:
 - 1. Inventory of current activities that meet the social impact criteria
 - 2. Opportunities to expand social impact commitment for the college
 - 3. Committee will be asked to report at the general faculty meeting at the end of spring with final report due in the fall
- IV. Building
 - a. Three meetings scheduled again this week
 - i. Working out details with architects
- V. Major Items for Future Agenda
 - a. Review of student evaluations of instruction for Fall 2020 (will need summary statistics)
 - b. How to start development of the ABA major – reviewed courses required from other universities; need to work on a model for the program; David Hogard is investigating curriculum requirements/limitations and double-counting courses (Pathway courses) for the major; need to discuss potential program requirements with the Registrar; KLT will meet one afternoon to work on development of major
 - c. Propose to reserve an afternoon to start Mission/Strategic Plan review and make decision on whether mission needs to be re-worked or kept the same. Last revised in fall 2018. Dr. Grimes is going to update the annotated strategic planning document based on his perception of where we are and will then meet with KLT to determine next steps.
- VI. Updates
 - a. AACR – David Hogard – online classes and test time assignments conflicts with face-to-face classes – Provost has stated that students should not be asked to miss a face-to-face class in order to take a test for any other class – Provost will take to KNEA and Faculty Senate for discussion; Kansas Insurance Certificate second course – students in course have been given excessive work assignments by the instructor in order to pass course and are dropping out of the program
 - b. DOBE – Lynn Murray – Kelce Connection was submitted in the fall and is at the publisher now; 3DS will be week of May 17; Women in Business – probably last week of March for luncheon (working with Lisa Paterni); Recruiting – have a session with football this Saturday with no one available to talk to them; problems getting faculty scheduled to visit with prospective students (lack of volunteers)
 - c. KGSB – Din Cortes – along with Dean Grimes met with Drs. Pomatto and Giefer about starting health administration emphasis in PMBA; will continue to move forward
 - d. KUSB – Steve Horner – distributed list of the terms for program coordinators and list of faculty teaching fully online this semester; John Kuefler has submitted resignation; request from state marketing to use one of our vacant offices (available in 201) – no space in the new building; Business Professionalism course enrollments have risen – need to hire adjunct to teach an additional section; sent email to faculty about computer lab reductions – concerns from faculty about having enough seats for MFT exam and having enough seats for larger courses (CIS 420)

- e. ADMIN – Mimi Morrison – working with Bryronni and Chris to order computers – Provost will reimburse from COVID funding; RSVP's for faculty development lunch are due by February 4; need to start planning for scholarships and how to present to students; will need to select faculty awards after performance reviews completed

VII. On-going Business: AACSB Accreditation

- a. Initiate planning:
 - i. Vision/Mission Statement revisions
 - ii. Strategic Plan – update progress on action items
 - iii. Faculty Qualifications – revise in response to review and update to meet new standards
 - iv. Journal Quality – incorporate statement into our Research Vision document
 - v. Participating Faculty sufficiency – create an Advisory Committee of Adjunct Lecturers to provide input to Faculty Chair and KLT; amend College Bylaws to establish
 - vi. New Social Responsibility Standard – need to document and coordinate activities that are already taking place

VIII. Adjourn – 12:10 p.m.

Dates to Remember:

1. Apple Day – March 1
2. Mid-term Grades Due – March 15
3. Spring Career Expo – March 16
4. Spring Break Week – March 20
5. Pre-enrollment Begins – April 4
6. Last Day to Drop – April 5
7. Transfer CARES – April 12 and 13
8. Last Day to Withdraw – April 29
9. Finals Week – May 3 through May 7
10. Commencement – May 15
11. Spring Break Week – May 10 through May 14
12. Grades Due – May 17