

### MINUTES

Kelce Leadership Team

August 31, 2021

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

- I. Administrative
  - a. COVID-19 Issues
    - a. # of faculty/staff who have applied for \$1K incentive holding steady at  $\approx$  600
    - b. # of students who have applied for \$500 scholarship incentive now at  $\approx$  1,850
  - b. Preparations underway to manage first home football game on 9/11
  - c. Provost Office will no longer require spreadsheets for part-time adjunct funding; allocations will be lump sum and the colleges will administer
- II. Kelce Personnel – updates – approval from Provost for all 3 searches
  - a. CIS - tenure earning professorial
    - a. How to cover cost if start date is prior to Maeve's retirement?
      - 1. Dr. Cortes will serve as chair of CIS search committee
  - b. Management – tenure earning professorial
    - a. Discussion of Howard's suggestion
      - 1. Consider searching for administrator who is also a management professor (Dr. Horner will be vacating KUSB Associate Dean position)
  - c. International Business – non-tenure instructional professorial
    - a. Dr. van Wyk's phased position will end in the spring semester
    - b. New position will be master's level position with IB PC duties
- III. Classrooms
  - a. Seating Capacities – Dr. Horner distributed a current list of classroom seating capacities
    - a. discussed Covid and post-Covid capacities
    - b. will discuss further after getting actual largest class size per room this semester (face to face courses)
    - c. goal is to "right-size" classrooms for spring semester
- IV. Curriculum
  - a. Podium proposal – per meeting with Doug Ball
    - a. Aaron Hurt to explore interest at major fair in September; possibly use study abroad funding for student costs
    - b. May use summer school as a pilot
  - b. Business Studies - update
    - a. Student Survey
      - 1. Gateway courses: 40 responses from majors – very likely that students find this major appealing
      - 2. Only 15 responded from undeclared majors – most find somewhat/or very appealing
  - c. Minors – update – David has met with Mgt & Finance faculty members working on proposals for new minors; also working to update to ACCTG, and CIS minors; goal to submit at same time as the Business Studies degree proposal
  - d. Other – David will develop paperwork to include Intro to Entrepreneurship as a Pitt Pathways course

V. AACSB Accreditation

- a. Schedule a KLT meeting with Social Impact Task Force to discuss how to move forward – Mimi will schedule meeting
- b. Audit of incomplete DM data by faculty member; Dean Grimes needs to visit with Bill Hoyt
  - i. we need to create new data fields to identify each individual faculty member by discipline rather than department in order to generate required tables and to remove error messages – this is a result of the new 2020 standards that analyze faculty qualifications by teaching discipline, not by organizational structure

VI. Updates

- a. AACR – Hogard – Phillips66 reception and dinner is Wednesday evening
- b. DOBE – Murray – picnic is next Tuesday – 2 orgs have asked for tables so far; Door Decorating Contest is coming up for departments and student groups – registration is coming up; Recruiting & Retention committee meeting next Tuesday with Scott Donaldson; met with graduate AOL committee yesterday
- c. KGSB – Cortes - none
- d. KUSB – Horner – PC's working on schedule for spring – 1<sup>st</sup> draft due next Friday, 9/10;
- e. ADMIN – Mimi – working ½ days for next 2 weeks

**Dates to Remember:**

- Labor Day holiday, 09/06
- Fall Picnic, 09/07
- Meet the Firms Day, 09/13
- Major Fair, 09/29
- Kelce Golf Tournament, 10/04
- Mid-Semester grades due, 10/11
- Homecoming, 10/16
- Career Expo Day, 10/20
- Final drop day, 11/01
- Fall break, 11/22 and 11/23
- Thanksgiving break, 11/24, 11/25, 11/26
- Final exam week begins, 12/06
- Fall Commencement, 12/10