



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team

February 8, 2022

Present: Chelsey Decker, Paul Grimes, David Hogard, Steve Horner, Mimi Morrison, Lynn Murray

Absent: Din Cortes (excused-sabbatical)

- I. Administrative
 - a. COVID Issues
 1. Expectation of a revised and less restrictive campus mask policy to be issued today – confirmed: email received during the meeting
 - b. KBOR and Governance
 1. KBOR – KCOG “clarification” on our request to omit Legal and Social course from the Business Law articulation agreement; Dr. Fogliasso and Dr. Grimes completed paperwork and Registrar Roelfs will submit to the review committee. New principles of management and fundamentals of marketing courses will need paperwork completed in order to articulate for KCOG. David Hogard will provide required list of which minors apply to these courses.
 2. Strategic Plans – abbreviated due to pandemic response and forthcoming change in campus leadership; see attachment and review
 - c. Campus
 1. Working group met again concerning new SIS – front runner remains Oracle due to integration needs and cost saving due to bundling with HR and Student Financial Aid platforms. David Hogard is on SIS committee and explained that Oracle couldn’t commit to providing service as soon as we would like, so other platforms may be researched by committee.
 2. Deans’ Report from Admissions – numbers up significantly across the board; see attachment. Discussed number of students who have applied and have not yet been admitted or enrolled in courses. Need to get those admitted to enroll!
- II. Kelce Faculty Searches – updates
 1. International Business – John Ondande turned us down due to salary; options and next steps – 3 additional candidates to consider.
 2. Management – first candidate excluded herself for personal reasons; second candidate coming next week – is aware of salary range; will be on campus next week – Feb 14, 15, 16.
 3. CIS – top two candidates and their references interviewed; committee split and will bring both to campus before making first offer.
 4. Accounting – instructor level position open due to Ashlee Ables’ resignation; committee needed. Dr. Grimes and program coordinator will convene the search committee.
- III. Curriculum
 1. Business Studies program listing in University Catalog – have not heard from Registrar’s Office yet
 2. Marketing Emphasis for MBA – update – discussions ongoing; need to coordinate with the Kelce Graduate AOL Committee/Graduate Council to get new and split-level courses approved
 3. Kansas Insurance Certificate – requesting new appropriation of scholarships from KIEF; advisory board meeting coming up in early March (Topeka)
 4. Reviewed program goals for MBA program as outlined on webpage – discussed removing rubrics and listing criteria only – consensus with KLT is to do this. Dr. Grimes will visit with Kylie to revise and then post these new webpages in support of HLC accreditation visit.

- IV. College Administrative Structure
 - 1. Review position description modifications at retreat on Thursday, 02/17
 - 2. Discuss idea of a Kelce Leadership Council to supplement KLT once a month – discussed involving program coordinators at meetings once per month and possibly committee chairs/members to make reports, be involved in discussions. Will require a change in the bylaws to put this type of organizational structure in to place. Will try out this idea before changing the bylaws (in April?).
- V. AACSB Accreditation – ongoing
 - 1. Risk Assessment – next steps; mitigation plans; arrange meeting of full Strategic Planning Committee
 - 2. Societal Impact – next steps; refinement of statement concerning “economic growth and development”; review report submitted prior to break
- VI. Updates
 - a. AACR – Hogard – reviewing business minor programs/number of students enrolled – will work on educating students about minor degrees; etiquette luncheon for Business Professionalism class is next month – taking suggestions for attendees from the community to attend
 - b. DOBE – Murray – W@W day moved to Friday, March 25 – will meet in Student Center – planning agenda to include college and professional women
 - c. KGSB – Decker – 1st MBA Association meeting tomorrow to elect officers; scheduling MBA webinars once per month on Wednesdays at 9am – working with International Programs
 - d. KUSB – Horner – working on schedules, performance appraisals, MFT’s and searches; discussed honorary inductee name for BGS this year
 - e. ADMIN – Morrison – need to plan KBOA meeting date – should plan for a meeting in early March – Dr. Grimes will visit with Nancy George about necessity of a meeting and a potential date; Kelce scholarship committee meeting this Friday in 121 Kelce
- VII. Old Business
- VIII. Adjourn – 10:35 am

Spring Dates to Remember:

- 1. Apple Day – March 7
- 2. Spring Break Week – March 12 through March 16
- 3. Mid-term Grades Due – March 14
- 4. Spring Career Expo – March 24
- 5. Women @ Work Day – March 25
- 6. Transfer Rumble – March 25
- 7. Last Day to Drop – April 4
- 8. Kelce Scholarships and Awards Program – April 8
- 9. Rumble in the Jungle – April 9
- 10. Pre-enrollment Begins – April 10 (Sunday)
- 11. Last Day to Withdraw – April 28
- 12. Kelce Picnic – May 3
- 13. Finals Week – May 9 through May 13
- 14. Commencement – May 14 (Saturday)
- 15. Grades Due – May 18
- 16. Summer Sessions Begin – June 6

PSU Office of Admission Deans' Report - February 1, 2022

Department	Zero Hour Freshmen						Transfer Students				Readmits	
	2022 Applied	2021 Applied	2022 Admitted	2021 Admitted	2022 Applied	2021 Applied	2022 Admitted	2021 Admitted	2022 Applied	2021 Applied	2022 Applied	2021 Applied
Art	23	16	21	15	1	3	1	2	0	0	0	0
Biology	219	184	215	176	15	21	6	9	2	0	0	0
Chemistry	32	29	29	29	3	2	2	0	0	0	0	0
Communication	42	29	42	27	1	6	0	4	0	0	0	0
English & Modern Languages	17	20	17	19	4	3	3	1	0	0	0	0
Family & Consumer Sciences	19	26	18	25	4	2	1	1	0	0	0	0
History, Philosophy & Social Sciences	98	115	93	104	25	18	14	10	0	2	2	1
Math	24	17	23	16	0	3	0	2	0	0	0	0
Music	28	25	28	24	5	3	3	3	0	0	0	0
Nursing, School of	262	210	255	199	40	78	21	40	2	6	2	6
Physics	14	17	14	14	2	2	2	0	0	0	0	0
General Studies	0	0	0	0	1	0	1	0	0	0	0	0
COLLEGE OF ARTS & SCIENCES	778	688	755	648	101	141	54	72	4	9	4	9
Kelce Undergraduate School of Business	319	181	306	175	42	18	25	9	0	3	0	3
COLLEGE OF BUSINESS	319	181	306	175	42	18	25	9	0	3	0	3
Teaching & Leadership	131	94	129	94	17	17	4	12	0	1	0	1
Health, Human Performance & Recreation	97	52	93	52	15	15	9	7	1	0	0	0
Psychology & Counseling	110	80	102	72	18	12	8	4	1	0	0	0
COLLEGE OF EDUCATION	338	226	324	218	50	44	21	23	2	1	2	1
Automotive Technology	91	65	90	61	12	11	8	7	0	0	0	0
Construction, School of	128	116	122	113	20	24	15	5	2	0	0	0
Engineering Technology	99	63	97	61	14	4	8	1	0	0	0	0
Graphics & Imaging	42	40	41	38	7	2	4	1	1	0	0	0
Technology & Workforce Learning	12	12	12	11	7	6	5	2	0	0	0	0
COLLEGE OF TECHNOLOGY	372	296	362	284	60	47	40	16	3	0	3	0
Undeclared	364	283	272	225	12	10	5	2	1	0	1	0
GRAND TOTAL	2171	1674	2019	1550	265	260	145	122	10	13	10	13

Department/College	Operations		Enrollment		New President Onboarding	
	Continuing Education		1. Work with PSU Ready Program high schools to help their students wanting to come to PSU after high school graduation with early achievement regarding specific programs. Perhaps the high school would allow me to have an information table regarding PSU Ready classes and/or achievement about other PSU programs on their site once a month or every other month at the high school.		Share more information about the PSU Ready dual credit program and the relationships made with the seven high schools we work with.	
Student Success Programs	<p>1. Increase the percent of fully admitted Exploratory Studies Students retained at PSU to the third term.</p> <p>2. Increase the percent of exceptions students retained at PSU to the third term.</p> <p>3. Expand the current Success Stories tutoring program offered in Student Success Programs.</p> <p>4. To create a professional relationships with each University department assisting to facilitate student accommodations.</p> <p>5. To maintain effective student accommodations communication, organization, and quality services.</p>		<p>1. Continue to work with Greenbush regarding the enrollment process and ways to improve, as well as development more online workshop opportunities for teacher professional development.</p>		<p>All staff in SSP will support and encourage the new president by:</p> <ul style="list-style-type: none"> ○ Participating in scheduled meetings to share information about the work of SSP ○ Actively engaging the process for developing a new strategic plan at the unit level and institutional level (if requested) ○ Attending and or assisting with (if needed) the inauguration activities at the University ○ Providing requested information about the unit in a timely manner <p>The potential for SSP staff to provide additional direct assistance with the onboarding process differs depending on whether the individual hired is an external or an internal candidate.</p> <p>To assist the external candidate in becoming more familiar with PSU, as well as the work of SSP, we can provide information, materials, and even training opportunities to assist president in learning about PSU culture and traditions, such as:</p> <ul style="list-style-type: none"> ○ PSU CARES student body and/or parent handbook ○ Attending Pitt CARES (June or August) ○ Attending Corilla Workshop (president is asked to provide a welcome each year) ○ Academic Advising Handbook (used for QMAC AID workshop) ○ Calendar of events coordinated by SSP (maybe as part of a larger calendar of events held by the group of units formerly part of EMSS and who remain in Academic Affairs) <p>To assist the internal candidate in transitioning/onboarding, all of the above would be available. Additionally, the transition of the internal candidate to the new role would provide opportunities to assist both the new president and the interim person in the role being vacated. All staff, but particularly the Director, will be available if called upon to assist with the transition of the interim person in understanding SSP and/or serving as called upon to serve in any role deemed needed to maintain the operations of the division and continue to provide quality services and programming.</p>	
Admission	<p>1. Continue to create an environment that fosters the highest level of customer service from the Admission Office, including weekday visitors, group tours, internal staff and faculty interactions, and all other communication.</p> <p>2. Evaluate, enhance, and execute a new freshman admission scholarship program.</p>		<p>Evaluate, update, and execute a stronger communication plan to all prospective students and their parents.</p>			
Library Services	<p>1) Identified funds to provide salary adjustments for Library specialists and assistants.</p> <ul style="list-style-type: none"> *Invited Liting Administrative Assistant position through internal promotion. *Provided salary adjustments for four additional staff to progress to next quartile. <p>2) Identified funds to increase support for Library databases (Cost Center 1210304).</p> <p>3)*Continued to develop learning spaces and services that support students and faculty.</p> <ul style="list-style-type: none"> *Completed Phase VI of the Library remodel project (primarily 2nd floor). *Continue to coordinate services and programs with Student Success and Writing Center. *Monitor and adjust resource budgets for books, journals, and databases that support all academic programs and learning. *Continue to promote textbooks on reserve, open educational resources, and technology needs such as laptops and peripherals. *Continue to develop a variety of learning and outreach programming within Library Services and in partnership with campus and community units. *Continue to apply for grants to support operations and programming. <p>4) Acquire future financial challenges and be responsive to academic program changes.</p>		<p>1) Continue to invite regional high schools to use Library resources and to be involved in Library programming.</p> <p>2) Library Services and Writing Center proposed high school scholarship application during and recruitment opportunity. Funding from Enrollment Management.</p> <p>3) Support student retention through instruction and workshops on Library resources and services.</p>		<p>1) Enhance changes that support the President's and university's goals, be responsive to challenges and to opportunities, and be supportive of innovation and strategic goals.</p>	
College of Arts and Sciences	<p>1. Enhance the College's strong record of academic excellence.</p> <p>2. Foster partnerships for the benefit of students, faculty, staff, alumni and the region and beyond.</p> <p>3. Enhance responsiveness and innovation.</p>		<p>Support student success with renewed focus on recruitment and retention of students</p>			
Kelcey College of Business	<p>Establish a "new normal" post-pandemic operational environment to meet the evolving needs of our students and new accreditation expectations.</p>		<p>Reverse the decline in the college's undergraduate enrollment headcount and continue to grow our graduate programs.</p>		<p>Familiarize the new president's administration with the role and contributions of the Kelcey College of Business to the university and its ongoing strategic goals for the future.</p>	
College of Education	<p>Increase collaborative partnerships where PSU has a competitive advantage.</p> <p>Strengthen infrastructure of College through investments in facilities and building.</p>		<p>Increase recruitment and retention of students in the College of Education.</p>		<p>Support presidential transition and on-boarding.</p>	
College of Technology	<p>Support Continued Operations with the challenges of Covid and higher education headwinds</p>		<p>COT enrollment management and growth</p> <p>Reverse decline in all programs showing a downward enrollment trend, continue positive growth in all others</p>		<p>Outline facility and resource requirements to address potential expansion and flooring issues.</p>	
Center for Teaching & Learning Technology	<ul style="list-style-type: none"> Coordinate an orientation program for new faculty Administer the university's learning management system and all tools integrated within the learning management system Collaborate with the Office of Student Success Programs to provide professional development for faculty advisors Support the adoption of open educational resources to promote student success Provide professional development for course design in regards to diversity, equity and inclusion with an emphasis on digital accessibility Assist departments in planning or upgrading instructional spaces that include audio-visual components and room control systems Provide training for faculty to prepare the annual faculty accomplishments report Manage the deployment and collection of student evaluations of all courses Creation of PSU technology instruction modules for students enrolled in the first-year programs course, Corilla Gateway 					

1. Revise course delivery types - We are working with constituents on campus to revise the modified course delivery types created to assist in navigating the pandemic with a focus on increasing transparency for students.
2. Review outdated policies in University Catalog - We are earmarking policies for review in the University Catalog that have not been followed or that are no longer conducive to the University's structure.
3. Integrate new offices into department - We continue to explore how the work of the transitioned positions can improve coordination with policies and procedures and increase access to needed data.