



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Council
October 26, 2022

Present: Alex Binder, Din Cortes, Chelsey Decker, Mary Jo Goedeke, Paul Grimes, David Hogard, Mary Judene Nance, Lynn Murray, Larry Woodward

Guests Present: Heather Eckstein

Absent: Maeve Cummings, Hamid Khan, Anil Lal, Sang Lee (excused)

- I. Special Guest: Heather Eckstein, Director of Student Success Programs
 - a. Structure and operations of new centralized campus-wide student advising center
 1. Referenced organization chart for campus-wide advising center (initial thoughts)
 2. Talks began on June 27 regarding a centralized advising center
 3. Timeline has not yet been determined; partially because of funding
 - Heather is preparing information for KBOR regarding how to implement central advising at PSU
 - EAB model will be implemented very soon
 - December is the target to begin building advising unit coordinated with Career Services
 - b. Implications for Kelce's organizational structure and operations – see handout
 1. College-specific concerns – see handout
 2. Internship Coordinator position – discussion on continuing with this position or modifying it
 3. Transition for students – process and timeline
 - Kelce needs to decide whether current students being advised in Kelce will continue with faculty advisors or move to the centralized advising office.
 - Need to communicate with faculty what expectations are of them regarding advising.
 - Faculty mentors and faculty fellows will be assigned much like academic advisors.
 - Already admitted students will stay with assigned faculty advisors.
- II. Administrative
 - a. COVID – Status quo
 - b. College
 1. Building project; Plan B meetings continue with architects – currently working of determining space needs for Kelce plus other potential occupants that may move to downtown center; classroom sizes and numbers to be based on enrollment at time of Plan A (explicitly assume we will recover lost enrollments)
 2. Faculty Absences; notification issues; policy and process – Alex Binder – will schedule a full-faculty meeting before the end of the semester to discuss
 - Mimi is preparing an electronic form for faculty to use when reporting absences
 3. Misunderstandings about campus Dead Week policy – discussed policy – Alex will talk with faculty about this topic at scheduled faculty meeting
- III. AACSB Accreditation
 - a. Peer Review Team visit date, November 5-7, 2023
 - c. Risk Assessment – next steps; mitigation plans
 - d. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
- IV. Program Coordinator Updates
 - a. Accounting – none
 - b. Business Economics – none
 - c. Business Studies – none
 - d. Computer Information Systems – none
 - e. Finance – none
 - f. International Business – none

- g. Management – none
- h. Marketing – Mary Judene Nance – Phillip Frank has accept our offer and will begin in the 23WF semester

V. Administrative Updates

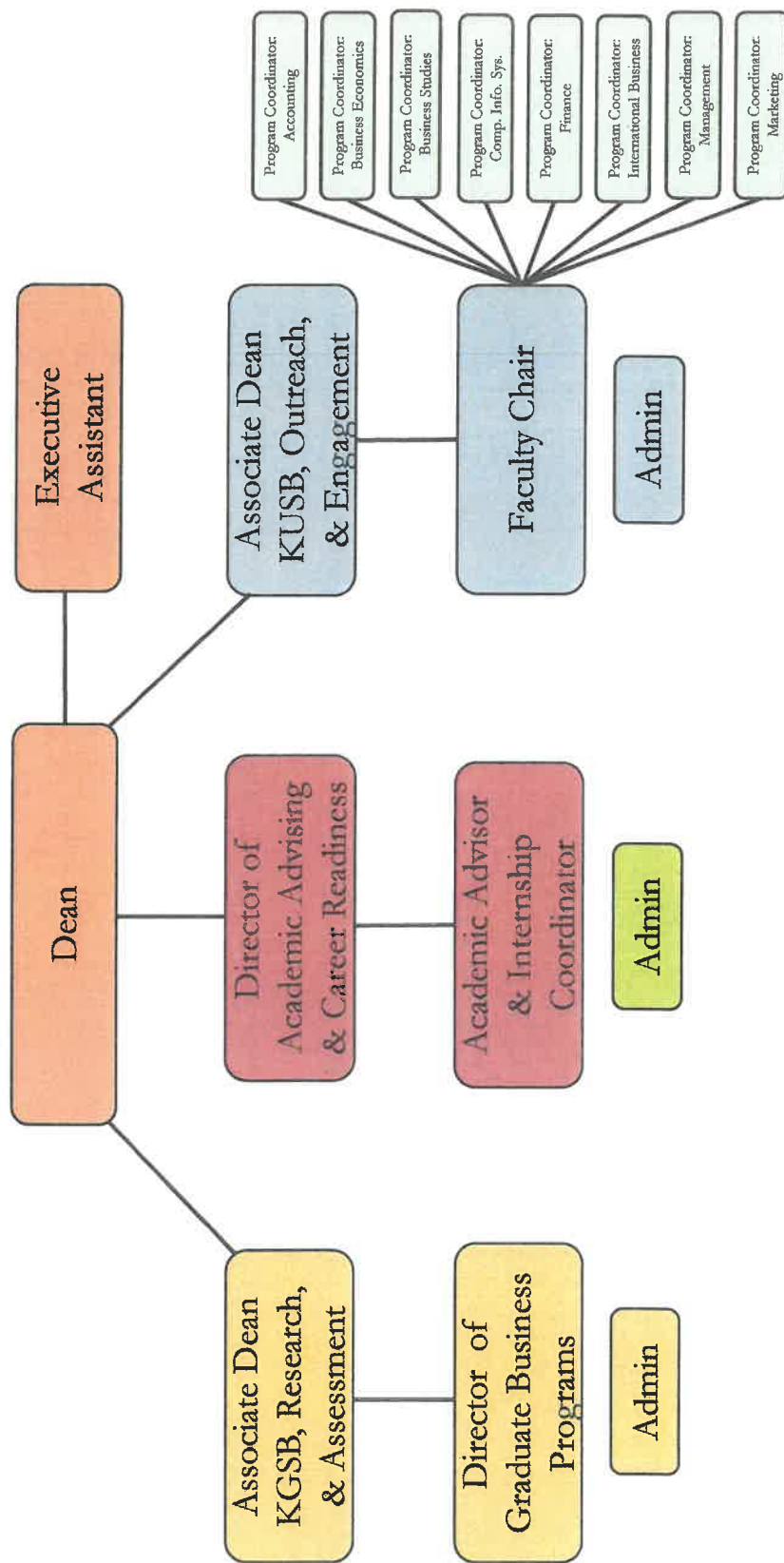
- a. ADGSB – Din Cortes - none
- b. ADMIN – Mimi Morrison – reminded everyone of Holiday Party date
- c. ADUSB – Lynn Murray - none
- d. DAACR – David Hogard - none
- e. DGBP – Chelsey Decker - none
- f. FC – Alex Binder - none

VI. Adjourn – 4pm

Fall 2022 Dates to Remember:

October 28 – Transfer Day
November 3 – Authors Reception at Axe Library
November 7 – Final drop day
November 21 to 25 – Thanksgiving Week Holiday
December 5 to 9 – Dead Week
December 12 – Kelce Holiday Party – 121 Kelce
December 12 to 16 – Finals Week
December 16 - Commencement

2022 KCOB Administrative Organization Chart



Essential Functions (beyond advising) Lost by Kelce College of Business

- Oversight and record-keeping for the admissions process for declared KCOB majors
 - Monitoring GPA requirements and pre-requisite criteria for unadmitted declared majors
 - Processing admissions to the college / granting rights to upper division enrollment
- Program Coordinator for the new Business Studies major
 - Marketing and recruitment functions
- Oversight of KCOB certificate programs; Insurance and Professional Sales
 - Marketing and recruitment functions
 - Identifying insurance certificate scholarship awardees
- Oversight and coordination of the Business Administration minor for non-KCOB students
- Lead instructor for the Business Professionalism course (taught each semester)
- Faculty Advisor for FBLA-Collegiate (formerly Phi Beta Lambda)
- Member of multiple KCOB Standing Committees (institutionalized in college Bylaws)
- College liaison with Registrar's Office
 - Evaluation of courses requested for transfer equivalency (coordinate syllabi review)
 - Evaluation of outside courses requested for substitution in programs of study
 - Coordinates special permissions / deviations from official plans of study
- Recruitment of new students
 - Serves as a first contact for prospective students and their families
 - Provides liaison services with Office of Admissions
- Retention of current students
 - Face of KCOB / line of first contact for students with issues (academic and otherwise)
- Career Readiness – liaison with Office of Career Services
 - Produces and delivers workshops for job seeking students
 - Point of contact for employers seeking job recruits and interns
- Assists Faculty Chair and college Program Coordinators in constructing course schedules
- Serves on the Kelce Leadership Team (per college Bylaws)
 - Provides advice and counsel to Dean concerning curriculum and administrative functions
 - Supports daily operations of the college / represents KCOB on various university committees