



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce College Spring Closing Meeting - Monday May 8, 2023
Faculty Awards Reception at 2:30 p.m. in Kelce #121
Meeting starts at 3:00 p.m. in Kelce Auditorium

Present: Alex Binder, Jamie Brooksher, Din Cortes, Linden Dalecki, Michael Davidsson, Chelsey Decker, Kylie Edgecomb, Kait Finley, Mary Jo Goedeke, Paul Grimes, Steve Horner, Holly Kent, Kay Kim, Anil Lal, Sang-Heui Lee, Kristen Maceli, Michael McKinnis, Mimi Morrison, Lynn Murray, Young Nae, Mary Judene Nance, Shipra Paul, Melissa Payne, Theresa Presley, Irene Robinson, Wei Sha, Connie Shum, David Sikolia, Dwight Strong, Mary Wachter, David Weaver, Larry Woodward, Gail Yarick, Steve Zornes

Absent: Jae Choi, Hamid Khan, Choong Lee, David O'Bryan

- I. Welcome and Opening Remarks – Paul Grimes
 - a. Dr. Grimes opened the meeting and welcomed Dr. Kathleen Flannery, Vice President of University Advancement, to make some remarks.

- II. Development News – Kathleen Flannery
 - a. Kelce Development Director position
 - i. Holly has moved to a full-time position in the new Kelce Student Engagement Center leaving the development director position for Kelce open.
 - ii. Initial interviews to fill the opening will occur next week – looking for the best fit for Pitt State and Kelce
 - b. Gorilla Rising update:
 - i. Progress is being made on securing the downtown location.
 - ii. Working with architects on design for new facility based on the previous work they did for an on-campus facility. Next major step will be to go for bids on the project once all rights are secure and the plans ready.
 1. We have the \$12.5 million matching grant plus the \$6+ million in raised funds and pledges available now and we will be able to stack additional state tax credits that will come with the repurposing of the Besse Hotel. This still leaves a funding gap, but new donors are excited about the project and the president remains optimistic that we can meet the 3-year timeline.
 2. Not sure what the exact funding gap is yet – continuing to visit with new donors who are willing to provide funding for Plan B, but were not committed to original on-campus Plan A.

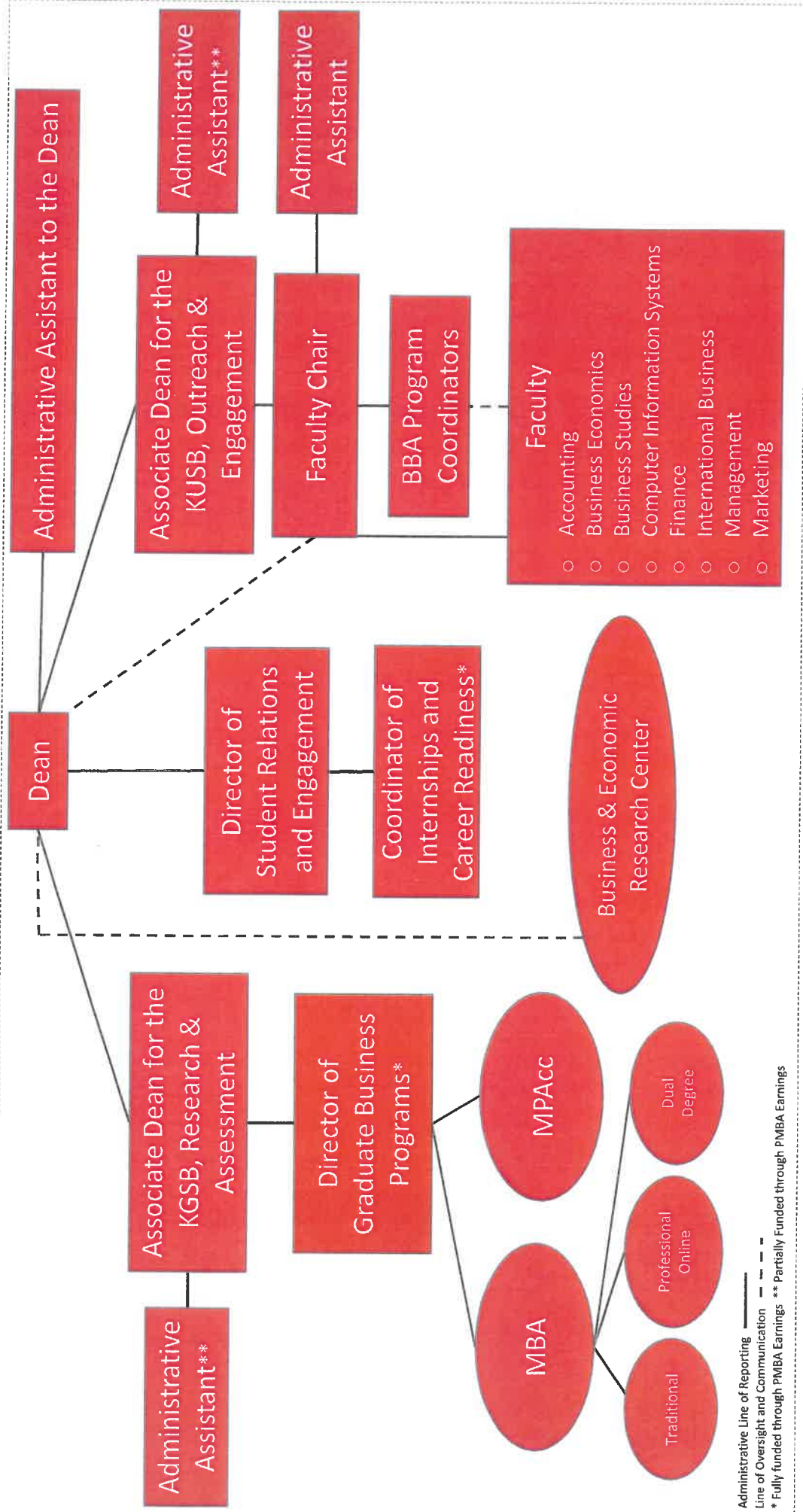
- III. 2023 Faculty Recognitions - monetary portions of awards are provided by the Pitt State Foundation.
 - a. Dr. Gail Yarick was awarded the Kelce Excellence in Teaching award by Dr. Alex Binder and Dr. Kathleen Flannery
 - b. Dr. Connie Shum received the award for the Kelce Excellence in Research award by Dr. Din Cortes and Dr. Kathleen Flannery
 - c. Dr. Kristen Maceli was awarded the Kelce Excellence in Service Award by Dr. Lynn Murray and Dr. Kathleen Flannery
 - d. Dr. Binder introduced Ms. Kait Finley as new administrative assistant that will be working in 223 Kelce.

- e. Dr. Grimes recapped this year's promotions – Gail Yarick (Associate Professor) and Michael Davidsson (Professor); retirements, Maeve Cummings, Christine Fogliasso, and Choong Lee; and, years of service recognition recipients, Mimi Morrison (35 years).
- IV. AOL Committee Updates – Reports given in response to our PRT leader's recommended that we work toward more updates/interaction with AOL committees. Handout distributed.
- a. Undergraduate – Mary Jo Goedeke
 - i. Thanked faculty who have assisted with processes in their classes or made curriculum changes.
 - ii. Four competencies – AOL processes designed to assess student performances on these competencies and figure out how to make improvement in student performance – then implement changes and reassess and “close the loop.” The four competencies are: Communication, Information Technology, Teamwork/Professional Deliverables, and Critical Thinking
 - 1. Used survey data to create a curriculum matrix in order to identify where learning objectives and goals were being taught. Implemented direct measures in the classes identified. Assessed results and evaluated resulting data.
 - 2. Worked with faculty to identify how to address areas of concern and then make appropriate modifications to courses - then reassessed student performance – results show improvements in key areas.
 - iii. Committee is willing and encouraging to work with any faculty interested in the process.
 - iv. All AOL results will be published in a new Canvas community to all Kelce faculty.
 - b. Graduate – Din Cortes – MBA and MPAcc
 - i. Dr. Cortes took over as the head of the graduate AOL last year and was able to attend AACSB training seminar this past year.
 - ii. Selected 5 learning goals in the graduate program – learning map.
 - 1. Effective leaders
 - 2. Critical thinkers
 - 3. Work collaboratively
 - 4. Aware of global issues
 - 5. Ethical decision makers
 - Identified specific objective in specific courses
 - Identified measurement tools
 - iii. Dr. Sronce, AACSB peer review team leader, indicated the need to assess student performance across both face-to-face and online modalities and determine relative success of each.
 - iv. Thanked committee members and others who assisted with assessment in their courses.
 - c. Survey results of graduating MBA student satisfaction and self-evaluation are now available.
 - d. Working on employer survey as an indirect measure of student outcomes.
 - e. Next year we will need additional faculty to assist with the graduate AOL committee.
- V. Administrative reorganization due to loss of Kelce Academic Advising Center – Paul Grimes
- a. See revised organizational chart.
 - b. Director of Student Relations and Engagement – Holly Kent was hired to fill this position (Provost allowed us to keep Academic Advisor salary line)
 - i. Holly will continue with many of the functions that the advising center took care of as well as additional duties.
 - c. Coordinator of Internships and Career Readiness; search in progress
 - i. To be paid in full from PMBA funds
 - ii. Will report to Director of Student Relations & Engagement
- VI. Amendment of College Bylaws (see handout) – requires faculty vote.
- a. The loss of the Kelce Academic Advising Center has changed the college's administrative structure due to President Shipp's Student Success initiative.

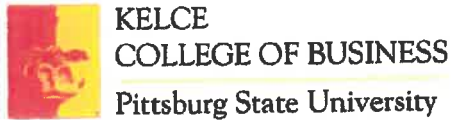
- b. Academic advisor position needs to be replaced with Director of Student Relations Engagement in the bylaws, and a few other minor tweaks as noted in the annotated amended copy of the bylaws distributed prior to the meeting
 - c. Must suspend bylaws to consider and vote – rules state that proposed amendments must be distributed in one week in advance of a faculty meeting or vote – this deadline was missed due to schedule conflicts.
 - d. Motion/Discussion/Vote –
 - i. Motion was made by Anil Lal and seconded by Wei Sha to suspend the bylaws so this amendment can be voted on at this meeting.
 - 1. Discussion – Theresa Presley suggested not to delete IB from the list of programs until a final decision is made next fall.
 - 2. Vote – motion to suspend bylaws passed unanimously with no dissensions.
 - 3. Motion by Alex Binder and seconded by Anil Lal to adopt changes to the bylaws as put forth by KLT, leaving any changes concerning IB unchanged until the results of next fall’s meeting are known.
 - 4. Call for Vote on Alex Binder’s motion – the motion to accept the amendments with the exception of the IB changes passed unanimously with no dissenting votes or abstentions.
 - ii. Alex Binder made the motion to reinstate the bylaws with the changes voted on at this meeting. Dr. Murray seconded and motion which passed unanimously.
- VII. International Business BBA Recommendation from KLT
- a. History, Background, and Rationale –
 - i. Tremendous enrollment issues in IB exacerbated by retirement of Jay van Wyk and Covid.
 - ii. Enrollment continues to trend downward – currently only seventeen students in the program.
 - iii. IB flagged by Program Review Committee as being below the KBOR minima.
 - iv. The Dean appointed a task force to try to find a different/new way to offer the major – their recommendation was to maintain the status quo and recruit more heavily. This did not turn around the slide in enrollment.
 - v. The program has been reliant on international student enrollment which crashed during Covid and has not yet returned to previous levels.
 - b. Recommendation by KLT
 - 1. Phase out BBA major in IB
 - 2. Maintain minor for all BBA programs and students outside of Kelce
 - 3. Consider concentration to attract international STEM students. Business Economics major would be a good fit for offering this type of concentration. Aaron Hurt from the International Programs was consulted and recommended this option.
 - 4. A formal proposal will be written up and distributed this summer with a detailed plan of action with a faculty vote at opening Fall ’23 meeting.
- VIII. General College Announcements – Paul Grimes
- a. Computer replacement plans – working on inventory and will then replace computers as needed.
 - b. Beginning in the Fall, computer labs will only be used for classes – no walk-in student traffic.
 - c. Administrative Assistant Assignments (handout distributed)
 - d. Faculty Success – last chance to update prior to AACSB Tables/Report
 - e. Commencement – Friday, May 12th at 5:00 p.m. in the Weede
- IX. Unit Updates
- a. Student Relations and Engagement – Holly Kent – managing college admissions process, liaison with several units on campus, recruitment and retention top priority, new Internship Coordinator will start middle of June.
 - b. Outreach and Business Engagement – Lynn Murray – BGS initiation is 2:00 p.m. on Friday in the Bicknell; sprucing up the building and display cases over the summer; clubs and organizations have done well this year.

- c. Graduate School of Business – Din Cortes & Chelsey Decker- MBA reception is this Friday at 3:00 p.m. at the Bicknell; HCA recently approved by Grad Council, will start offering spring 2024; international students can now enroll in the PMBA program from home nation; all MBA grads will now be given a stole for graduation; 13 new graduate assistants will be hired for fall.
 - d. Undergraduate School of Business – Alex Binder – need to continue to see prospective students; working on balancing faculty workload based on committees, etc., encouraged all to update Faculty Success; new gen ed requirement is 34 hours – no business courses can be counted in gen eds; Accounting program will need to be tweaked to stay at 120 credit hour maximum; working on removing some class standing prerequisites for courses (sophomore, junior and senior standing). Please review prerequisites and consider rewriting course descriptions (requires legislation). Working on survey for faculty regarding what math and software apps are being taught in their courses.
 - e. Web – Kylie Edgecomb - new university website design is rolling out; unknown when college pages will be redesigned (work being done in University Marketing and Communications) – in meantime, send corrections/edits/tweaks to Kylie concerning college web pages.
- X. Dean’s College Update – Paul Grimes
- a. AACSB Accreditation – Peer Review Team visit date, **November 5th through November 7th**.
 - b. CIR and AOL Reports to be written over the summer.
- XI. Old Business
- XII. New Business
- XIII. Adjournment – 4:20 p.m.

Organizational Chart for the Kelce College of Business



Administrative Line of Reporting ———
 Line of Oversight and Communication - - - -
 * Fully funded through PMBA Earnings ** Partially Funded through PMBA Earnings



Rules of Organization and Bylaws Gladys A. Kelce College of Business

Originally Approved by the General Faculty – December 11, 2012

PREAMBLE

This document provides the framework within which the Faculty of the Gladys A. Kelce College of Business participates in the academic and operational decision-making processes of the College.

ARTICLE I

Definition of the Faculty

- A. The College General Faculty shall consist of those persons who hold an appointment in the College with a tenure-earning academic rank of Assistant Professor, Associate Professor, Professor, or University Professor and whose responsibilities include instruction, research, service, and/or academic administration within the College. Those who hold a non-tenure-earning rank of Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor and whose primary responsibilities are teaching and service are also considered members of the College General Faculty. Those who hold an academic or administrative appointment of at least .5 FTE have full voting privileges. Members of the Faculty maintain their voting privileges while on sabbatical or other university-approved leaves of absence. Those holding Adjunct Lecturer appointments or Courtesy Professor appointments less than .5 FTE are encouraged to attend and participate in the meetings of the Faculty but may not vote on any issue. (Unless otherwise noted, in this document the term Faculty refers to the College General Faculty.)
- B. Members of the College General Faculty who are also members of the university graduate faculty, or who are officially appointed for university graduate service, shall constitute the College Graduate Faculty. For accreditation purposes, only those faculty members who regularly teach 700-level and 800-level courses shall be included in the reporting of graduate faculty qualifications and intellectual contributions.

ARTICLE II

Objectives of the Faculty

- A. The Faculty will participate in establishing the academic goals and objectives for the College, fulfilling and maintaining all accreditation standards and procedures, and applying the individual and collective powers of its membership toward these ends.
 - B. The Faculty will coordinate all interdisciplinary programs and policies of the College with the other colleges and academic units of Pittsburg State University for the general welfare of the institution as a whole.
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ARTICLE III

Faculty Oversight

- A. The Faculty and appropriate committees will manage established educational processes to ensure high quality and continuous improvement of degree programs. The Faculty shall vote in formally convened meetings and transmit to the Dean its recommendations concerning such general educational policy matters as:
 - 1. Requirements for student admission to the College
 - 2. Requirements and enforcement for students' maintenance in good standing
 - 3. Subject matter, courses, and curricula that pertain to the College's Core Curriculum and graduation requirements
 - 4. Adding or deleting academic degrees administered by the College

It is recognized that Faculty decisions regarding these matters may be subject to the approval of the Dean, Provost, President, and Kansas Board of Regents as dictated by university and state policies and procedures.

- B. The Faculty shall address all other academic and operational matters referred to it by the Dean, appropriate College committees, and members of the Faculty.
- C. The Faculty shall vote in college-wide Faculty meetings and transmit the recommendations to the Dean. When a formal meeting is deemed unnecessary by the Dean, a vote of the Faculty may be conducted electronically (e.g. email, web-based vote).
- D. Faculty on sabbatical, official leave, or other approved absence may leave a written and signed voting proxy with another Faculty member.

ARTICLE IV

Convening and Conduct of Faculty Meetings

- A. Regular Faculty meetings may be called by the Dean of the College during the Fall and Spring semesters of each academic year. A minimum of one regular meeting will be held each semester. All calls for a regular Faculty meeting will be conveyed by written notice or email to members of the Faculty no less than 14 days prior to the time set.
- B. Agenda items for a regular Faculty meeting may be suggested by any member of the Faculty and included on the agenda if submitted to the Dean within three class days of the original call. The agenda prepared by the Dean shall be distributed to the Faculty at least three class days prior to the meeting.
- C. The Dean of the College shall call a special meeting of the faculty upon receipt of a petition signed by at least five members of the faculty of the College requesting the meeting and indicating proposed items of business. The special meeting shall be called within ten class days of the filing of such a petition. The meeting shall be held within 14 class days of the call.
- D. Emergency meetings of the Faculty to address crisis situations may be called by the Dean or by a majority vote of the Kelce Leadership Team without a 14-day notice.
- E. The Dean shall be the presiding officer of all meetings of the Faculty and the Dean's administrative assistant or other designee shall be the recording secretary. In the event that the Dean is unable to preside, the Associate Dean present holding the most years of service to the College shall oversee the meeting.
- F. A quorum shall consist of a simple majority of the Faculty holding voting rights.
- G. In the absence of any special rules which the Faculty may adopt, *Roberts Rules of Order* (most recent edition) shall govern the conduct of all Faculty meetings.
- H. The recording secretary will make the minutes of all Faculty meetings available within 10 days following a meeting. The recording secretary shall establish and maintain a complete file of the meeting minutes together with reports and presentation materials distributed in writing. All minutes will be archived and available to the faculty through the university's website.
- I. When possible, voting shall be conducted in person during Faculty meetings. However, at the discretion of the Dean, the Faculty is authorized to conduct votes electronically at a later date unless at least one faculty member objects.
- J. Voting on matters relating specifically to the graduate programs is limited to those holding membership in the College Graduate Faculty.

ARTICLE V Committee Structure

To facilitate the accomplishment of the Faculty's oversight responsibilities, the following College Standing Committees will be maintained:

1. Program Coordinators Council
2. Undergraduate Curricula Management and Assurance of Learning Committee
3. Graduate Curricula Management and Assurance of Learning Committee
4. Strategic Planning Committee
5. Faculty Development and Instructional Resources Committee
6. Student Recruitment and Retention Committee
7. Student Reinstatement Committee
8. College Academic Honors Committee
9. College Faculty Promotion Committee
10. Part-time Lecturers Committee

In addition to the named College Standing Committees, the Dean may appoint ad hoc task forces and committees as deemed necessary to address important issues and events.

ARTICLE VI Committee Formation and Organization

College Standing Committees are formed and organized through the following process:

- A. Faculty members are appointed to College Standing Committees by the Kelce Leadership Team Council with an effort made to match Faculty interests and talents with committee assignments. The Faculty Promotion Committee is an exception to this procedure as university policy requires all its members to be elected by the faculty.
- B. Membership of each College Standing Committee shall be appropriately representative of the College's degree programs and academic disciplines. Specific representation within each committee is reflected in Article VII below.
- C. Each member appointed, or elected, to a College Standing Committee shall serve a term of three years, unless fulfilling an unexpired term. Terms will be staggered across members.
- D. Committee memberships will be announced prior to the start of each fall semester. The term of office for all College Standing Committees shall begin immediately with the start of the fall semester.

Commented [PG1]: Adding PCs to the selection process. PCs will better know and understand current faculty interests and ongoing commitments.

- E. No faculty member shall serve more than two consecutive full terms on any given College Standing Committee ~~without a special exception granted by the Dean.~~
- F. If a committee member has two consecutive unexcused absences from committee meetings, the committee chair may ask the Dean to replace that committee member. The Kelce Leadership Team shall appoint replacements in case of vacancies.
- G. The chair of each College Standing Committee is responsible for presenting progress reports at each Regular Faculty meeting or when requested by the Dean.
- H. Each College Standing Committee shall organize and convene within two class weeks of the beginning of each fall semester. Those committees with elected chairs must provide notification of the chair's election to the Dean's Office after the first meeting.
- I. The Dean's Office will publish and maintain a current College Standing Committee membership list ~~which will be posted to the College's webpages.~~
- J. Ad hoc committees may be created by the Dean and Kelce Leadership Team as needed and eliminated once their specific task or charge is completed. The structure of ad hoc committees is flexible and members may be appointed, elected, or volunteered.

Commented [PG2]: Special cases have occurred whereby faculty members have asked to stay with a committee beyond just two terms.

Commented [PG3]: Reflects current practice of updating the committee roster as memberships change due to unforeseen circumstances during an academic year.

ARTICLE VII Committee Membership and Responsibilities

A. Program Coordinators Council

- 1. Membership will consist of the Faculty Chair and the Program Coordinators of the various undergraduate degree programs within the College - Accounting, Business Economics, Business Studies, Computer Information Systems, Finance, ~~International Business~~, Management, and Marketing. Program Coordinators (PC) serve as the primary facilitator in providing services and support for students studying within their respective discipline and to represent their major's interests within the governance structure of the College. The Faculty Chair will serve as chair of the Program Coordinators Council (PCC).
- 2. Program Coordinators are appointed by the Faculty Chair and approved by the Dean. Specific expectations and compensation for those serving as Program Coordinators are outlined in the College's "Program Coordinators Responsibilities and Duties" document.
- 3. The PCC shall coordinate course scheduling and ensure proper implementation of college and university policies relating to students and programs of study.

Commented [PG4]: Reflects recommendation to teach-out IB BBA.

4. At least once each month during the academic year, the Program Coordinators Council will meet jointly with the Kelce Leadership Team to consider issues and policies affecting the daily operations of the College. Collectively, the PCC and KLT will be known as the Kelce Leadership Council (KLC).

B. Undergraduate Curricula Management and Assurance of Learning Committee

1. Membership will consist of one Faculty representative from each of the undergraduate degree programs - Accounting, Business Economics, Computer Information Systems, Finance, ~~International Business~~, Management, and Marketing. An additional member of the committee, drawn from the faculty or ~~College professional staff~~ at large, ~~and who will serve as committee chair and~~ representative of the Business Studies degree program, ~~and~~ will be appointed by the Kelce Leadership Team. The Associate Dean for the Graduate School of Business, Research, and Assessment, and the Director of ~~Student Relations and Engagement~~ ~~Academic Advising and Career Readiness~~ shall serve as permanent ex-officio members of the committee.

Commented [PG5]: Reflects recommendation to teach-out IB BBA.

Commented [PG6]: Reflects housing the Business Studies program in the Student Engagement Center and appointing Director to serve as PC.

Commented [PG7]: Removing this linkage between committee chair and PC of Business Studies. Committee chair would not have time to do both!

Commented [PG8]: Reflects reorganization.

2. Faculty in each degree program may choose to provide an alternate for those instances when the regular member cannot attend a meeting of the committee.

3. The ~~committee appointed~~ chair, ~~appointed by the KLT~~, ~~of the committee~~ shall also serve as the College's representative to the University Curriculum Committee.

Commented [PG9]: Reflects current practices and ensures a faculty member will serve as chair.

4. This committee shall review proposals for curriculum changes from all disciplines within the College and make recommendations for action to the Faculty, the KLT, and the University Curriculum Committee. The committee may also recommend curriculum changes to the Faculty, which then will decide if those changes should be pursued for further action.

5. Curriculum recommendations to the committee from the faculty must have received formal prior approval by a majority vote of the faculty within the relevant disciplinary program(s). Dissenting opinions from any faculty member(s) may be presented concurrently with proposals upon prior notification to the chair of the committee.

6. This committee will also design and coordinate the College's undergraduate assurance of learning processes, evaluate the outcomes of these processes, and recommend improvements to the Faculty as warranted.

7. During each fall semester, the committee will provide the KLT and the General Faculty with a summary analysis of assessment results, recommendations, and implemented improvements.

8. The committee shall ensure that the undergraduate curriculum remains current and relevant, is consistent with the College mission, and is in accordance with all Kansas Board of Regents policies, university policies and accreditation guidelines. The committee shall also ensure that the College's undergraduate assurance of learning process is coordinated with university assessment policies and procedures and is consistent with the intention of all accreditation standards.

Commented [PG10]: Given recent KBOR encroachments into matter of curriculum (e.g. the new Gen Ed requirements) we need to acknowledge our adherence to their rules.

C. Graduate Curricula Management and Assurance of Learning Committee

1. Membership will consist of one Graduate Faculty representative from the core disciplines of the MBA and MPAcc programs - Accounting, Finance, Management, and Marketing. An additional member of the committee, drawn from the faculty at large, and who will serve as committee chair, will be appointed by the Kelce Leadership Team. One ex-officio member will be appointed from each non-core discipline, either inside or outside of the College, that offers a concentration or emphasis area within the MBA program. The Associate Dean for the Kelce Graduate School of Business, Research, and Assessment, and, the Director of Graduate Business Programs will serve as a permanent ex-officio members of the committee.
2. Each represented discipline may choose to provide an alternate for those instances when the regular member cannot attend a meeting of the committee.
3. The committee's primary function is to oversee the curriculum of the MBA and MPAcc programs, to provide continuing evaluation of the programs' outcomes, to recommend and oversee policy relating to the administration of the programs, and to provide advice and recommendations for consideration and action by the College Graduate Faculty, the KLT, the Associate Dean for the Kelce Graduate School of Business, Research, and Assessment, the university Graduate Council, and the Pittsburg State University Graduate School Office.
4. This committee will also design and coordinate the College's assurance of learning processes for the graduate programs, evaluate the outcomes of these processes, and recommend improvements to the College Graduate Faculty as warranted.
5. During each fall semester, the committee will provide the KLT and the College Graduate Faculty with a summary analysis of assessment results, recommendations, and implemented improvements.
6. The committee shall ensure that the curriculum in each graduate program remains current and relevant, is consistent with the College mission, and is in accordance

Commented [PG11]: Reflects prior reorganization in Russ Hall.

with all Kansas Board of Regents policies, university policies and accreditation guidelines. The committee shall also ensure that the College's graduate assurance of learning process is coordinated with university assessment policies and procedures and is consistent with the intention of all accreditation standards.

Commented [PG12]: Same as above. Recognizes KBOR oversight into these matters.

D. Strategic Planning Committee

1. The core membership of this committee shall include the members of the Kelce Leadership Team, one representative from the College General Faculty, one representative from the College Graduate Faculty, and the Chair of the Kelce Board of Advisors (or his/her designee). This core committee will oversee the annual-college-level planning procedures dictated by university policy. Supplemental committee membership shall include the current president of the Kelce Student Leadership Council and the president of the MBA Student Association. Additional supplemental members may be appointed by the Dean to ensure that all relevant stakeholders are represented. The core and supplemental members together shall oversee long-range planning consistent with accreditation guidelines.
2. The Dean of the Kelce College of Business will serve as chair of the Strategic Planning Committee.
3. The full committee will formally review the College's mission statement at least once every three years and make recommendations for modification. Final approval of the mission statement is determined by a majority vote of the Faculty.
4. The committee shall ensure that the College's strategic planning process is coordinated with university policies and procedures and consistent with the intention of all accreditation standards.
5. Specific charges to the committee may be made by the Dean in response to university-wide initiatives.

Commented [PG13]: Reflects current university practices.

Commented [PG14]: Full name of our college group used here as to not confuse it with university-level groups.

E. Faculty Development and Instructional Resources Committee

1. This committee shall consist of at least three Faculty members drawn at large from across the College and will elect its chair. The Coordinator of Internships and Career Readiness ~~Director of Academic Advising and Career Readiness~~ shall serve as a permanent ex-officio member of the committee.
2. This committee shall coordinate faculty development opportunities within the College, including hosting faculty colloquia on academic and scholarly topics, and providing the Faculty and administration with recommendations concerning the

Commented [PG15]: Change due to reorganization and new position.

acquisition and deployment of instructional technology in classrooms, laboratories, and offices.

- 3. At the direction of the Dean, this committee will prepare long-range plans concerning the professional development and technology needs of the Kelce College.
- 4. The committee will ensure that the faculty development efforts and the instructional technology infrastructure plans of the Kelce College are consistent with university expectations and accreditation standards.

F. Student Recruitment and Retention Committee

- 1. This committee shall consist of ~~at least three or four~~ Faculty members, drawn at large from across the College, plus the Associate Dean of the Undergraduate School of Business, Outreach, and Business Engagement who will serve as chair. The ~~Director of Academic Advising~~ Coordinator of Internships and Career Readiness shall serve as a permanent ex-officio member of the committee.
- 2. This committee is charged with devising, planning, and producing initiatives to grow the enrollment of the College's undergraduate and graduate programs in a sustainable way. The committee will coordinate its work with the offices of the university's Enrollment Management and Student Success unit.
- 3. The committee will oversee the design and production of the College's promotional recruitment materials and coordinate the College's participation in university-wide recruitment events. The committee will also initiate and oversee activities to retain current business students who are at risk of dropping out. The committee is responsible for making recommendations to the Faculty and Kelce Leadership Team regarding policies and procedures that affect College enrollment.
- 4. The committee will ensure that all recruitment and retention efforts of the Kelce College are consistent with university expectations and accreditation standards.

Commented [PG16]: Change so as to not set an arbitrary maximum number of members.

Commented [PG17]: Reflects reorganization and new position.

G. Student Reinstatement Committee

- 1. This committee shall consist of ~~at least three or four~~ Faculty members drawn at large from across the College and will elect its chair. The ~~Associate Dean of the Undergraduate School of Business, Outreach, and Business Engagement~~ Director of Academic Advising and Career Readiness shall serve as a permanent ex-officio member of the committee.
- 2. This committee shall consider and decide upon student petitions for reinstatement to the College following the policies and procedures established by the Faculty and

Commented [PG18]: Change so as to not set an arbitrary maximum number of members.

Commented [PG19]: Change due to reorganization. AD for KUSB will provide committee with broad oversight across programs that may not be represented in committee's current membership.

consistent with university regulations. All petitions and recommendations pertaining to specific reinstatement cases shall be kept confidential. Appeals on individual cases for reinstatement shall follow the procedures established by the University Appeals Committee.

3. The committee will ensure that all reinstatement appeals are judged fairly and that decisions are consistent with promoting student success while upholding the academic standards of the College and University.

H. College Academic Honors Committee

1. In harmony with Faculty Senate guidelines, this committee is comprised of one Faculty member selected from each major within the Kelce Undergraduate School of Business. The committee will elect its chair who shall serve as the College's representative to the Faculty Senate Departmental Academic Honors Committee.
2. The responsibility of this committee is to develop and implement clearly-defined standards and guidelines for Departmental Academic Honors Projects within their disciplines and to review all student applications submitted to ensure quality and rigor of the projects proposed.
3. This committee will ensure that all university policies and procedures are followed by Faculty overseeing undergraduate Departmental Academic Honors Projects while maintaining the integrity of the program and the scholastic standards of the College.

I. College Faculty Promotion Committee

1. Membership of this committee is comprised of one senior ranking Faculty member from each disciplinary major within the College. In accordance with university policies and the Unit Contract, members are to be elected by the Faculty.
2. This committee will receive and review applications for promotion in academic rank for Faculty members. Recommendations will be made and forwarded in accordance with established university policies and timelines. All committee recommendations will be based on the standards for rank established within the relevant college guidelines document.
3. This committee will ensure adherence of all university and bargaining unit policies and procedures relating to promotion in Faculty rank while promoting the academic standards and reputation of the College.

J. Part-Time Lecturers Committee

1. This committee's membership is limited to Adjunct Lecturers holding academic appointments in the College of .5 FTE or less. One Lecturer from each degree-granting discipline and support area shall be appointed by the KLT to serve.
2. The committee will meet at least once each semester with the Associate Dean for the Kelce Undergraduate School of Business, Outreach, and Engagement and the Associate Dean for the Kelce Graduate School of Business, Research, and Assessment to provide advice and counsel concerning any and all matters pertaining to part-time faculty.
3. Committee recommendations may be brought forward by the Associate Deans for consideration by the Kelce Leadership Team and/or at any scheduled meeting of the Kelce General Faculty.

ARTICLE VIII

Kelce Leadership Team

- A. The Kelce Leadership Team (KLT) shall be comprised of the Dean, the Associate Dean for the Kelce Undergraduate School of Business, Outreach, and Engagement, the Associate Dean for the Kelce Graduate School of Business, Research, and Assessment, the Faculty Chair, the Director of ~~Academic Advising and Career Readiness~~ Student Relations and Engagement, and the Director of Graduate Business Programs. The Dean will serve as chair of the team.
- B. To facilitate communication and to coordinate decisions and policies related to curriculum and other matters concerning the daily operations of the college, the KLT will meet at least once each month with the Program Coordinators Council (PCC). Collectively, the KLT and PCC will be known as the Kelce Leadership Council (KLC).
- C. The Dean's Administrative Specialist will serve as recording secretary for all KLT and KLC meetings. Minutes of the meetings, excluding privileged personnel discussions, shall be public documents and archived on the university's website.
- D. The KLT is responsible for the daily operation of the College and adherence to all relevant policies and procedures as set forth by the university and the Kansas Board of Regents.
- E. The KLT shall oversee the adherence to the College's Rules of Organization and Bylaws as put forth in this document.

Commented [PG20]: Due to reorganization.


- F. The KLT is charged with ensuring a high quality academic environment that is recognized through continuing accreditation by the Association for the Advancement of Collegiate Schools of Business (AACSB).

ARTICLE IX

Amendments to the Bylaws

- A. These bylaws shall be in effect after adoption by a simple majority vote of a quorum of the Faculty at a called Faculty meeting and approval by the Dean.
- B. The Dean shall periodically establish an ad hoc committee to review these bylaws and to make recommendations for improvement.
- C. Motions to amend these bylaws may occur at any called meeting of the Faculty at which a quorum is present. A simple majority vote is required for amendment, subject to the Dean's approval. Voting on amendments must be conducted within a formal meeting and not asynchronously via email or other electronic means.
- D. Amendments may be proposed by any duly constituted committee, the Dean, or at least five Faculty members holding voting rights.
- G. A copy of any proposed amendment(s) must be given to the Faculty by the Dean at least seven class days prior to the date of the meeting at which the proposed amendment(s) is(are) to be voted upon.

Approved by vote of the Kelce General Faculty and accepted by:



Dean, Kelce College of Business

Date: 12/12/12

Revision History:

Article VII. B. - MBA Program Committee, Approved 01/16/15 (obsolete/reorganization)
Article VIII. A. - Kelce Leadership Team, Approved 05/02/16 (obsolete/reorganization)
Article VII. A. - Curricula Management and Assurance of Learning Committee, Approved 08/18/16 (obsolete/reorganization)
Articles V. through VIII. - To reflect administrative reorganization and resulting committee structures, Approved 02/22/19

Last Revised: 08/18/2022

Article V. and VII. H. - Corrected to align with Unit Agreement's definition of Promotion Committee, Approved 05/06/19

Article VII. I. - Addition of the Part-time Lecturers Committee, Approved 01/22/21

Article I through Article VII. - Alignment of document's wording with new academic and administrative position titles; establishment of the Program Coordinators Committee and the Kelce Leadership Council, Approved 08/18/22

Articles V. through VIII. - To reflect administrative reorganization and resulting committee structures. Approved 2/21/23

Commented [PG21]: To be added and dated if proposed edits and amendments are approved by the General Faculty.

Administrative Duties

*Please see the appropriate Administrative Associate regarding questions about these topics.

Irene (x4547) ierobinson@pittstate.edu	Kait (x4561) @pittstate.edu	Melissa (x4588) mapayne@pittstate.edu
Support and contact person for Binder, Brooksher, Dalecki, Frank, Kim, Lal, S. Lee, Nance, Maceli, McKinnis, Shum, Wachter, Woodward.	Support and contact person for Choi, Cortes, Decker, Goedeke, Horner, Nae, O'Bryan, Paul, Presley, Sha, Strong, Weaver, Yarick, Zornes.	Support and contact person for Murray (KUSB AD), Davidsson (BERC), Kent (SER) & internship coordinator.
JMI Assistant Editor, database, file, and financial management, quarterly issue creation; support for Editor Lee	Support and contact person for all graduate programs including PMBA and director.	Edit Pittsburg Micropolitan Economic report, annual profile and economic surveys.
Travel – all full-time faculty, track travel budgets	Course Schedules UG, Grad, PMBA (fall, spring, summer) / special permissions, overrides as requested	Travel – Murray, Davidsson, Kent, and new internship coordinator.
Budget tracking and planning for expenditures – KUSB operating, foundation, student employee and travel accounts	GUS Appointments – Faculty, Adjuncts; EDCs; summer appointments	Prospective students – all areas
Administrative support for Faculty Chair	Collect Syllabi, post faculty office hours	Kelce student organizations – all areas including tracking budgets and making payments
Scholarships (all KUSB) pull eligible applicants, sort, meet w/committees, enter in scholarship system.	Assist as contact for graduate assistants – appointments, keys, faculty assignments, office assignments	Point of contact for adjunct/courtesy faculty (support, office assignments, keys)
Outstanding Seniors – compile list, contact	Conference Room 223A Scheduling	Assist with planning for ODE/BGS (honor societies)
Help coordinate KUSB faculty and committee meetings. Take minutes as requested.	Contact person for canvas notifications	Organize marketing capstone dinners each semester
Contact for graduate assistants - appointments, keys, faculty assignments, office assignments	Student employee and tutor hiring/staffing.	Student employee hiring/staffing
Student employee hiring/staffing		BERC/Economic Development budget, planned expenditures and payments.
Line Manager: Alex Binder	Line Manager: Bienvenido Cortes	Line Manager: Lynn Murray