

**Pittsburg State University
Kelce College of Business**

Chairs Meeting Minutes

**Wednesday, July 9, 2008
2:30 p.m. – 4:30 p.m.**

Present: Ms. Becky Casey, Dr. Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris. **Absent (excused):** Dr. Dean Cortes.

1. Updates

a. Provost's Leadership Council

1. Political Campaigning on State Property. The Governor of Kansas has sent a memo to all state employees that there is to be no political campaigning on state property.
2. Use of State E-mail and equipment for private or political purposes. There will probably be a mandate in the future, and PSU employees are being highly encouraged not to use state e-mail for private use. In particular pittstate.edu e-mail should not be used for political purposes by state employees.
3. Gorilla Mail will be "updated" by OIS in August. Gorilla Mail will have a new design that will operate better and more quickly.
4. All PSU students will have a pittstate.edu e-mail account starting in August. This e-mail for students will not be hosted through PSU – it will be hosted through g-mail. Faculty, staff and administrators e-mail accounts will continue to be hosted through PSU. One of the main purposes for doing this is to enhance communications through ANGEL for students.
5. Brandenburg Lecture Series. President Bryant wishes to re-instate the Brandenburg Lecture Series. The first guest speaker will be John Lowe from ConocoPhillips.
6. The new Student Recreation Center has been opened, but has not had their grand opening. There will be an announcement on costs for faculty to use the center at a later date.
7. Gorillas for Hire. Dr. Brad Hodson has started this group through Career Services. There will be more information available on this at a later date.
8. Property Acquisitions. There are some properties being acquired for parking lots for PSU.
9. Cargill Poly Oil. Through efforts of the KTC and Cargill Poly Oil, some ways have been developed of converting agricultural products into oil. Cargill Poly Oil will work in conjunction with KTC on this project and may help to fund the remainder of the Tyler Research Center.
10. Economic Impact Study. There is more increased emphasis on this. If departments have additional information to add, please let Dr. Dearth know.
11. Records Retention Policy. Mr. Darron Farha is working on this records retention policy. We need to re-double our efforts to take a look at what we keep and why we keep it, especially paper records.
12. Copyrights at PSU. A draft of this document was distributed to Chairs. This document will be sent out to all faculty members this summer and to send out again before school begins in the fall. There is a great deal of concern over the

lawsuits that have crept up all over the nation of universities who have violated copyright policies.

- b. NW Arkansas Community College articulation agreement status (review completed by fall with trip in Oct/Nov). All of our information has been submitted. There are still a lot of issues to be determined. PSU will arrange a trip to NW Arkansas for those involved at PSU to have an opportunity to discuss this articulation agreement with officials from NW Arkansas Community College.
 - c. KBOR Admissions Task Force. This task force will be represented by Dean Andy Tompkins and will involve a comprehensive review of admissions policies. Dual-credit issues will be one area to be looked at.
 - d. Enrollment and availability of general education seats. PSU is running out of general education seats for the fall semester. Bill Ivy will be the contact person if there is determined to be a need for additional sections of general education courses.
 - e. Sabbatical leave reports information was distributed. Dr. Dearth asked if any faculty were planning to take sabbaticals in 2009 or 2010? Dr. Harris reported that there is one faculty member interested in Management and Marketing and Ms. Casey said there may be one interested in Accounting.
2. Minutes from June 18 and July 2, 2008 were distributed for Chairs to review.
 3. Departmental Concerns
 - a. Accounting
 1. Dr. Heath's maternity/sick leave was discussed as to how to handle classes while she is gone.
 2. Meet the Firms day is September 15 – 4:00-5:30 with a reception at 5:30.
 - b. Computer Science/Information Systems
 1. There is a concern about a faculty member who is ill and hasn't made it to class this summer.
 - c. Management and Marketing – no report
 4. University Strategic Plan 2007 -2012. Each department will be asked to complete the Unit Level Strategic Planning and Effectiveness Document. Basically, completing this information will be similar to completing the Program Review documentation. Faculty should be involved in completing these strategic planning documents. The planning document is due to Bob Wilkinson by November 1.
 5. Business Education. This item will remain on the agenda to be discussed with Dr. Tompkins in the College of Education.
 6. Writing Improvement. Dr. Dearth is looking at different writing assessment tools for business students. We may put a business GA for 10 hours per week in the Writing Lab in Grubbs.
 7. Promotion and Tenure Eligibility documents from Provost Scott were distributed for discussion. Those faculty eligible to apply for University Professor, Professor and Associate Professor status during 2008-2009 were discussed, as were those eligible for promotion. Departments will need to arrange to have tenure and promotion committees set up to consider faculty who are applying for tenure and promotion.
 8. Fee schedule. The new student fee schedule was distributed for Fall 2008.
 9. BIS in Analytics. The Board of Regents has approved the new Bachelor of Integrated Studies with an Integrated Emphasis in Analytics.
 10. Mini MBA. The current status of the Mini-MBA program document as drafted by Dr. Box was distributed. Dr. Dearth will be sending out an e-mail to faculty who might be interested in teaching in the program.
 11. Rotary Grants for University Teachers. This letter was distributed for faculty/department consideration in obtaining a Rotary Grant for teaching abroad.
 12. New Faculty Contract will be distributed in the near future.

13. New Building. Dr. Dearth met with Mr. Scott Roberts last week and there was discussion of the new College of Business building. Dr. Dearth believes that there is no possibility for a new building to be constructed for at least five years. Scott Roberts indicated that Blake Bard will begin fundraising for the new College of Business building in the near future. Dr. Dearth will be meeting with a draftsman next week to come up with some advanced plans for a building to be displayed in our display case.
14. Brochures. The College needs to update its publications. Dr. Dearth asked the departments to each come up with a publication (per his example) to highlight any information they wish to have highlighted. This information needs to be distributed when visiting alums/donors, etc.
15. There was discussion on information security and shredding documents in the college. Dr. Dearth will investigate the feasibility of obtaining a batch shredder for the building.

There will be no Chairs meeting next Wednesday, July 16.

The meeting dismissed at 4:15 pm.

Richard C. Dearth, Interim Dean