

**Kelce College of Business
Chairs Meeting Minutes
Wednesday, July 23, 2008
2:30 p.m.**

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

1. Kelce Opening Meeting Discussion Items

- Dr. Dearth informed Chairs that Kelce college committees and bylaws need to be up-to-date . He reviewed the college committees with the Chairs as indicated below.
 - UG Curriculum Committee: This committee reviews curriculum changes and legislated issues in the College. Each department elects a member to the Kelce Committee and one alternate. The Kelce Committee selects a chair and representative for the university curriculum committee.
 - Admission and Reinstatement Committee: This committee is charged with overseeing admissions and reinstatement of students to Kelce according to their bylaws. Since the committee does not oversee admissions to Kelce there was discussion on renaming the committee as just the “Reinstatement Committee”. This committee actively meets and makes recommendations for student reinstatements. Admissions are handled by the Kelce Office of Academic Advising. Discussion followed on current and anticipated admission requirements for College of Business majors. Each department has a rep and an alternate to the committee. The committee also is supposed to have an appeal policy.
 - Promotions Committee: There is one representative from each department if eligible (must be tenured & not up for promotion). The Kelce Committee sends 1 representative to the University Committee and one representative to the University Professor Committee (must be a University Professor).
 - MBA/PAC: Must be a member of the graduate **faculty** to be a member of this committee. There is a representative selected from each department and the MBA director who is the Chair. The committee is supposed to include 2 students elected by the MBA Association – there are currently no students on the committee.
 - SPC: Consists of Department Chairs, MBA Director, Dean and 2 faculty members (appointed by the Dean). Chair of the committee is elected by the committee.
 - Assessment: One faculty member elected by each department and they elect their own chair. There should be two members staying on the committee from the previous year each year.
 - Faculty Development: This committee plan faculty colloquia and are obligated to do a faculty survey each semester. Not less than 2 members and not more than 4 members are to be on this committee.

- Continuous Improvement of Instruction: No members currently – all appointed by the Dean – no less than 3 members and no more than 5.
 - Technology Committee: This committee is not currently active. It might be a good idea to have a committee active and include Dee Lankford and Chris Fleury on the committee. Members are appointed by the Dean, but Dr. Dearth will accept names of appointees from departments.
 - IB: They are supposed to administer the IB major. This committee consists of 1 faculty member from each department and members are appointed by the Dean.
 - Kelce Fundraising Committee: This committee is currently not active. Members are appointed by the Dean.
 - Placement Committee: Determines the proper placement of students in Kelce. Has 1 representative from each department as appointed by the Dean.
 - Faculty Senate and PSU Graduate Council: These are university Committees. Faculty Senate is appointed in the spring. The Graduate Council representative should be a graduate faculty member. These are both directly elected by the academic departments.
2. Dr. Dearth distributed the *Missouri Southern Business and Economic Review* for chairs to peruse. There were several other promotional material examples that were distributed and discussed. The new Kelce College brochure sample was also discussed. Discussion followed on ways to involve community members, etc. with PSU and the College of Business.
 3. Alternate sources of revenue were discussed for the College – i.e.: shirts with “Kelce College of Business” and PSU logo.
 4. Alpha Kappa Psi. This organization has sent information on beginning a Chapter at PSU. There was a short discussion on this organization and it was decided that we will not pursue this right now.
 5. AACSB Issues
 - a. The August 1 submission is complete and ready to be sent in. Pat Cantrell, AACSB team leader, has given Dr. Dearth several recommendations for changes/additions to the report.
 - b. The team members will arrive on Sunday, October 5. Dr. Dearth will pick up Dr. Shaffer at KCI; the other two will drive in. There will be a dinner at the Alumni Center.
 - c. Need to have a faculty member or two pick up team from hotel each morning and take to breakfast.
 - d. The Governor’s Room in the student center is reserved for lunch on Monday, October 6. The team will meet with faculty at this lunch.
 - e. Monday evening there will be a dinner at Dr. Dearth’s home, catered by Sodexho.
 - f. Tuesday morning the team will meet with Dr. Bryant, Dr. Scott and Dr. Dearth.
 - g. Computers will be available to the team in room 121 and in their motel rooms.
 - h. Dr. Murray is looking into hospitality gifts for the team’s motel rooms.
 - i. We are currently in the process of gathering documents for the team to look over – i.e.: faculty resumes, syllabi from SP 08 and WF07, union contract, PSU catalog, unclassified handbook, PSU budget, Program Review materials. Ms.

Casey suggested sending the Kelce Presentation CD out to the team members before they arrive.

- j. Dr. Dearth and Dr. Harris are working on an assessment summary, and a strategic planning summary.
 - k. Dr. Dearth will ask that the band not practice in the auditorium while the AACSB team is here.
6. PSU's 2007 Employment Data Report was distributed and discussed.
 7. The Labette Community College postcard was distributed and discussed. Their (LCC) analysis of tuition and fees and courses that transfer is not necessarily accurate.
 8. The Full-time Unclassified Personnel list for the fall PSU Opening Meeting was distributed. Chairs were asked to review the list and make any indicated changes.
 9. The Annual Report for Academic Department Assessment program needs to be completed by November 1.

The meeting adjourned at 4:00 p.m.

Dr. Richard C. Dearth, Interim Dean