

Pittsburg State University
Kelce College of Business
Chair's Meeting Minutes
Wednesday, August 19, 2008, 2:30-4:30

Present: Ms. Becky Casey, Dr. Dean Cortes, Dr. Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris.

1. Updates
 - a. Provost's Leadership Council
 - Pre-Employment Screening. Dr. Dearth distributed a draft of the proposed Background Check Policy for PSU. The back ground checks will begin as of September 1 for all PSU employees including GA's who are hired and will be employed for six months or more after the September 1 date. Jamie Brooksher in the EEO Office will do all of the screening and results should be back to her within 36 hours of the initial screening. The results will go to the Provost after they are returned to Jamie Brooksher and he will make a determination about hiring the individual(s). The Dean may have input in the hiring decision, but the Chairs will not. Potential employees will be advised that back ground screenings will be conducted.
 - Employee Computer Use Policy. A proposal for employee computer use was distributed for discussion. Personal use of computer systems, voicemail, etc., at PSU will probably not be allowed in the future.
 - The on-line Appointment Process will move to adjuncts and part-time faculty very soon and after that all appointments will be done on-line.
 - Faculty Development Grants for Internationalization draft was distributed for informational purposes.
 - KBOR Performance Agreement. This document was distributed to Chairs with the first report due in March. The main item that will concern the College of Business is on writing assignments.
 - Dr. Dearth distributed information from the retreat that he attended last week. Chairs were asked to review.
 - The Chronicle of Higher Education article about Adjunct faculty was distributed to Chairs to read.
 - The Academic Affairs Strategic Planning document was distributed. Bob Wilkinson is willing to visit with Chairs and the Deans about this if necessary.
 - A new Employer Survey will be conducted by B.B. Stotts as she moves to her new position in the office of Continuing and Graduate Studies. Chairs may be asked for assistance with this project
 - The Facilities Master Planning Agenda from August 11, 2008 was distributed. The Music Department will be housed in Hartman hall until McCray is completed.
 - b. University Opening Meeting Introductions
 - The Provost will be introducing the Deans; the Dean's will introduce the Chairs; Chairs will briefly introduce each of their new faculty members.
2. Departmental Concerns:

- a. Accounting – Ms. Casey asked about new faculty hires which are currently being reviewed by the Provosts Office. She also asked about getting copies of their Program Review.
 - b. Economics – nothing to report.
 - c. Management and Marketing – Dr. Harris stated that Dr. Murray is working on making arrangements for a tent area for College of Business Alums at Homecoming. Dr. Harris would like to discuss the policy of not transferring Business Strategy in from other schools at the MGMKT faculty meeting this week. His personal opinion is that the course should be allowed to be transferred in from other AACSB accredited schools. Faculty in the department have differing opinions on this. Discussion followed among the Chairs and Dean about whether this decision could be made on accepting this course from another university on a department by department basis, or if it would need to be reviewed just by MGMKT or the Dean. There was also discussion on what AACSB will expect as far as the common body of knowledge course offerings among the different majors in the College.
 - d. CSIS – nothing to report.
3. Discussion items
- a. Kelce Opening Meeting. The Agenda for the Opening Meeting is still being worked on and will be distributed beforehand if it's completed.
 - b. Budget concerns and issues were discussed.
 - c. ETCC Meetings. Educational Technology Council headed by Brenda Frieden will meet with the Dean's each month along with Jerry Smith, Director of OIS. If Chairs have concerns over educational technology, please give input to Dr. Dearth.
 - d. Departmental Strategic Planning
 - e. Kelce Board of Advisors. Dr. Dearth met with five of the Kelce Board members last week for lunch to acquaint them with the accreditation team visit in October. There are 2-3 positions that need to be filled on the board. Dr. Dearth will be sending out an e-mail to all board members giving them 7-10 days to submit names for prospective new members.
 - f. AACSB – 45 days until the team visit. The only thing still to be done is to put the Strategic Planning notebook together. Other details are being worked out.
 - g. 3 training sessions for new classroom equipment will be conducted Dee Lankford very soon.
 - h. Dr. Dearth informed Chairs that the administrative assistants in the building will meet tomorrow to discuss several items.

The meeting dismissed at 4:00 pm.

 Richard C. Dearth, Interim Dean