

**Kelce College of Business
Pittsburg State University
Chair's Meeting
MINUTES**

Wednesday, September 10, 2008; 2:30-4:30 p.m.

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

1. Updates

a. Facilities Master Planning

1. The Kelce building is now listed on the Facilities Master Plan for updates and upgrades. There will probably be disruptions to classrooms and offices in the summer of 2009 as these updates are occurring.
2. PSU has acquired additional properties north of Shirk Hall to Quincy Street. These will be made into temporary parking lots. The plan is to eventually build new residence halls/student housing.
3. Student Health Center ground breaking is October 17.
4. McCray Hall will have a rededication ceremony when their renovations are complete.

2. Departmental concerns – None

3. Discussion items

- a. Course designation revisited – online/hybrid/traditional – Dr. Dearth asked Chairs to let him know if course designations are being abused.
- b. Concurrent enrollment – The Board of Regents will provide more detail on this topic next week. Will be considering courses taught in high schools from the sophomore year through the senior year. High school students may receive college credit for courses taken through their high schools.
- c. Advisory Board of the Center for Teaching, Learning and Technology. This has been established by Dr. Brenda Frieden. Dr. Dearth asked for 2 names of faculty to serve on this advisory board. Dr. Harris nominated Dr. Murray and Dr. Dreher appointed Dr. Cummings.
- d. Spring Schedule. The spring 2009 schedule is due to be completed by September 15. Adjunct/part-time faculty needs for the spring semester were discussed. The numbers as requested from each department: MGMKT – 7, Acctg – 3, Econ – 3, CSIS – 2. Spring schedule will be discussed at next week's meeting.
- e. Kelce Board of Advisors Meeting. The next board meeting will be Monday, September 15. Topics to be covered are AACSB, filling 2 board seats, and an exercise with Dr. Tom Box. Lunch will be at 12:00 in the Student Center.
- f. E-mail concerns. There have been problems with PSU e-mail this week and last week-end. The problem is supposed to have been fixed.
- g. Enrollment numbers from this semester (Fall 2009) as provided by the Registrar's office were discussed. An official count will not be out until the 20th day of classes on September 22.
- h. Upper Division Paper Assessment. The Office of Analysis, Planning and Assessment is asking for papers to assess from courses this semester.
- i. University Professor Eligibility. A new list of faculty eligible for University Professor status was distributed as revised on 9/9/08 by Academic Affairs.
- j. New Web Site. The new PSU web-site will be launched next week. The purposes for the PSU web-site are for recruiting and updating alumni according to PSU Administration.
- k. Pittstate Magazine. There has been quite a lot of discussion on this publication at the Leadership/Dean's Council meeting. All colleges are asking for input on what is actually published in the magazine. If chairs have something that should be included in the publication are asked to inform Dr. Dearth so that he can contact the publisher.

- l. Business and Technology Senior Day. This is taking place on Sept. 20 and is hosted by the Office of Admission. A representative from each department in the College is requested to be in attendance at this event.
 - m. Strategic Planning (Unit Annual Plan). This is due in November. Chairs were asked to get faculty input and begin completing the forms which are to be submitted.
 - n. Summer Teaching Enhancement Grant requests are due from faculty on September 22. College of Business faculty have not received one of these grants for the last five years even though there have been applicants.
 - o. Criminal Background Checks. A copy of a Job Opportunity Notice was distributed so that Chairs could note that that PSU is now required to conduct a criminal background check on potential employees.
 - p. Dumpsters. Kelce and Hughes now share 2 dumpsters – 1 dumpster has been removed. Everyone is encouraged to recycle.
 - q. Building Security was discussed with Chairs. Dr. Dearth met with Howard Smith this morning regarding this issue. Within the next few weeks a structural engineer will evaluate each building for suitability for storm shelters. Dr. Dearth has been asked for a contact list/calling tree for the building in case of an emergency and is to provide that list to Howard Smith as soon as possible. The College of Business will plan to have a faculty development seminar to discuss building security issues.
 - r. Committee Assignments. A copy of the 2008-2009 Committee Assignments was distributed.
 - s. Missing Hard Copy of Publications list was distributed so that Chairs can request their department faculty submit hard copies of publications for evidence for the AACSB team.
 - t. Alumni Awards
 - 1. Dr. Kenneth K. Bateman Outstanding Alumni Award – Jennifer A. Boren (Management 1992) – to be recognized at Homecoming in October
 - 2. Meritorious Achievement Award - Sutipong Ittipong (Economics BA and MS in Economics PSU 1974) – to be recognized in December at graduation
4. Upcoming events:
- a. FY10 staffing requests to Provost – September 15
 - b. Steve vacation – September 18-22
 - c. President's Club Dinner – September 19
 - d. Student Recreation Center/Pittsburg Armory Dedication – September 27
 - e. FY10 staffing request allocations back to Deans – October 15
 - f. Homecoming – October 18
 - g. Summer 2009 requests to Provost – October 31
 - h. Catalog Copy – October 31
 - i. FY10 part-time requests to Provost – January 31