

**Kelce College of Business
Chair's Meeting Minutes
Wednesday, November 19, 2008
2:30-4:30 p.m.**

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

Absent: Dr. Dean Cortes

Dr. Dearth opened the meeting and informed Chairs that he hasn't heard anything additional about the bomb threat incident that occurred on Tuesday, November 18, involving the Kelce building. Dr. Dearth stated that he will be debriefed and given an opportunity to supply input about the event and what could have been done differently. Chairs were asked to give Dr. Dearth their input.

Dr. Dearth stated that a secondary issue with this type of event is the potential loss of information, student records, etc. if the incident had really occurred. Discussion followed on processes that could be put into place in order to save computer information, or have it stored off-site. Ms. Casey stated that Chris Fleury is already working on being able to back up information and storing it elsewhere. There was discussion that there should be a policy for faculty and staff on how to back up information until an off-site policy for information storage is put into place. One potential source of back up of information is backing up information on a flash drive regularly and taking the flash drive off campus with them. A policy will be implemented college-wide for all faculty and staff to back up all data files regularly. Priorities for this type of incident are keeping people safe, keep the building and equipment safe, and keeping our information/data safe.

There was also discussion on implementing a policy utilizing a phone calling tree so that all faculty/staff are informed in the event of a major incident occurring. Discussion followed on taking the building alarms seriously and evacuating the building if the alarms are sounded.

Ms. Casey also brought up the fact that parents should be notified if an incident occurs – either via phone, text-messaging, or on the web site. Potential sources of informing family members, students, etc. would be to post it on the electronic sign on Broadway. Some students believed that class cancellation notices sent via e-mail might have been a hoax because the only way to inform them that classes are closed is through a of inclement weather bulk e-mail. There was also a suggestion made to have a PA system installed as a means of informing people about an incident.

The issue of storms will be taken care of by identifying areas on campus for faculty, staff and students to go to in case of inclement weather.

Dr. Dearth informed Chairs that the janitors do carry cell phones and can be contacted in the event of an emergency.

Where people go when evacuating the building because of an alarm or an emergency situation needs to be established. Crowd control could be an issue if people don't know where to go. Notification to the community to allay fears about safety also needs to be addressed. There should also be some kind of an "all clear" signal established when the building can be repopulated.

1. Updates

- a. Master Plan – Joplin Street. The Pittsburg Planning Commission votes next week on whether or not to allow Joplin & Lindburg streets at PSU to be closed to through traffic. The City Commission will vote the following week. There is no opposition to this happening within administration at PSU.
- b. Kelce windows and doors. Kelce will be under construction with new windows and doors being installed during the summer 2009. We do not know how this will impact us as far as summer teaching is concerned and utilization of rooms. There is a possibility that offices and classes may need to be moved during the time of construction. Any place there is glass block and windows will be replaced. Windows will be energy efficient and should have some type of reflective material. Disruption

- should be minimal according to Paul Stewart. Some deferred maintenance projects may be cut because of budget issues (specifically the renovations to Porter Hall).
- c. Budget Issues discussion for the next two fiscal years.
 - d. Focus Groups for Presidential search will be on campus on Tuesday, December 9 (11:00) and will meet with Academic Deans. Dr. Dearth suggested that a meeting also be set up with Academic Chairs. Dr. Dearth would like input from faculty, about what they are looking for in a future President, via e-mail or memo, before his meeting with the focus group on December 9.
 - e. Marketing Issue – apparently Labette County Community College has decided to offer more math and English courses at their satellite facility near Pittsburg. Dual credit for taking college courses is currently offered for some math and English courses offered at area high schools. LCCC is now trying to market their courses to these schools. They are asking these schools to advertise that these courses will be offered through Labette.
 - f. Web site concerns – The web site was originally set up to start at the College pages and then go to Department pages. We have not been able to have any input in the college web pages. The University Marketing Department has been the only editor of the College page to this point. There has been a lot of discussion on campus about who owns the pages. We will now be able to edit our own pages.
 - g. Reorganizing course descriptions in catalog. The Dean for Enrollment and Management Success is attempting to reorganize the course descriptions in the catalog. He would like to list all course descriptions in the back of the catalog in alphabetic order. Discussion followed on how this would actually work and how confusing it will be to someone looking for a certain course. Dr. Ivy also believes that a printed catalog should always be available. Discussion followed on the possibility that a printed catalog will continue to be prepared.

2. Departmental Concerns

- a. Accounting – Holiday Scheduling – office will be closed for the day before Thanksgiving break and the two days before Christmas break. Ms. Casey also talked about students not using cell phones in the classroom. She asked if a policy could be put into place telling students that cell phones are not permitted (that it should be part of the culture in the College). Discussion followed on this issue and also of students using cell phones and lap top computers in the classroom and whether it should be the instructors' option if they are used. Some of these issues can be talked about at the next general faculty meeting.
- b. CSIS – Dr. Cummings is having surgery and will be out for a few weeks. Barbara Clutter will also be out having surgery for a couple of weeks next semester.
- c. Management & Marketing – Dr. Harris stated that they don't have an international MBA course for the spring.
- d. ECON

3. Discussion items

- a. International Course for Spring. It had previously been decided that each department was to take turns offering an international course every semester. There is currently no international MBA course offered for the spring semester. Dr. Harris will investigate this and get back with Dr. Dearth.
- b. Newsletter. A copy of the Fall 2007 Newsletter was distributed and there was discussion on what items could be included in an updated newsletter. There is a possibility that an electronic version of the newsletter will be able to be developed and sent via e-mail. Dr. Dearth would like for each department to generate a page for the newsletter and bring it to the next Chairs meeting. It was decided that this newsletter will be embedded in the College web-site and then hopefully be e-mailed to business alumni.
- c. Spring 2009 Chairs meeting will be at 2:30 on Tuesdays.
- d. AACSB Celebration – Dr. Lynn Murray and Ms. Kristen Maceli will Chair the Committee to plan the AACSB Celebration. If departments have input, they should

contact Dr. Murray or Ms. Maceli. There was discussion on whether we should have a reception or a served meal type of celebration. Chairs are leaning toward having a reception on campus.

4. Upcoming events:

- a. Kansas Board of Regents – November 19-20
- b. Faculty Senate – November 24
- c. Summer 2009 allocations to Deans – December 1
- d. Kelce Holiday Party – December 2
- e. Fall Commencement – December 19
- f. FY10 part-time requests to Provost – January 31
- g. FY10 part-time allocations to Deans – February 15

The meeting dismissed at 4:40 pm.

Richard C. Dearth, Dean
Kelce College of Business