

Pittsburg State University  
Kelce College of Business  
**Chairs Meeting Minutes**

Tuesday, February 10, 2009; 2:30 p.m. -4:30 p.m.

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

1. Updates

- a. Facilities Master Planning
  1. Kelce Window, Doors and Roof - out for bids
  2. Kelce Restrooms – not sure about this renovation at this point
  3. Westar announced an 11% rate increase for PSU and will affect budgets
  4. Lindburg Plaza to be let for bids
- b. Legislative Post Audit – has completed one phase with several more phases still to happen.
- c. Coordinating Council for Diversity proposal was distributed for Chairs to review.
- d. Spring Enrollment numbers – biggest concern is in new freshmen/transfer enrollments being down in the College of Technology.
- e. Current concerns about Budget Reductions – currently 4.5% budget reductions are recommended for this academic year and are uncertain of percentage for next year (will probably be between 7-11%). Dr. Dearth asked Chairs to start managing at a 5% reduction for this year.
- f. Lecture Capture- additional software. There is currently only 1 instructor in Kelce who is testing this software (Mary Wachter). There is an additional slot open if additional College of Business faculty are interested in trying the software. There will be additional charges for document cameras and microphones in the classrooms which will be needed in order to use the lecture capture. The College of Business does not intend to purchase this equipment.

2. Discussion items

- a. PITT Alert/Class Cancellation system
  1. Testing was being done on the system this week using 1 particular Kelce faculty members' courses this semester – there was a lot of confusion about why this happened
  2. Text alert system alarm should be available next Monday
  3. We now have capability of sending a building specific e-mail out from a remote site to inform those individuals that there is an emergency in the building.
  4. There will be a speaker system attached to campus buildings that will be used in the event of an emergency. There are already audible alerts built in the emergency phone poles.
  5. A banner alert can also be posted on the PSU web page.
  6. Location for everyone to go to in the event of an emergency will be announced this Friday.
- b. SPEAK/TOEFL -
  1. SPEAK no longer exists after this semester
  2. TOEFL - the Board of Regents standard is that a score of 22 (on the speaking portion) is required for a GA position. TOEFL score can be reduced if GA's don't actually meet with students as teachers. Dr.

Dearth asked for input from departments on this matter because there are a lot of graduate students who don't get a 22 on the TOEFL.

- c. Spoken English Assessment Form – will only require 3 signatures – Dean's signature will not be needed and Chair's may not be needed either. New forms will be available soon.
- d. Re-rooming assignments – Inform the Dean's office of any room changes.
- e. Shredding – Bulk shredding will become available for \$8 per month. Departments were asked to give input on whether they would like to have a kiosk for the department.
- f. MC for banquet – Chairs were asked to give names for potential MC for the banquet to the Dean
- g. Outstanding Senior names due by March 13
- h. Updated faculty vitas and hard copy of publications due February 16 to Dean's Office
- i. Virus Software – OIS can't support every virus software package that is being used. There may be a mandate in the future about which software OIS will support and will need to be installed in computers.
- j. Recommendations about how to save money – a "virtual suggestion box" will be used for suggestions about how to save money college-wide and university-wide. Suggestions should be given to the Chair who will forward them to the Dean and will be forwarded to PSU administration.
- k. E-mail – currently, with PSU official e-mail, we have no expectation of privacy. Elizabeth Shannon in OIS screens official e-mails for social security #'s, birthdays, etc.
  - 1. Expectation of Privacy – Chairs were asked to inform faculty that there is no expectation of privacy within official pittstate e-mail
  - 2. GUS E-mail - will be up and running soon and will be available to students and faculty if they want it (will use pittstate.edu address even though it is gmail). It will be a private e-mail source. Official e-mail should still be used for official business. The issue will be how we can force students to use this e-mail?
- l. Reception to honor newly tenured faculty – Ms. Casey asked about having a reception to honor newly tenured and promoted faculty in the college. The Dean's Office will host the event.
- m. Performance Evaluations – No faculty were asking for meritorious from Acctg, and Econ. Those asking for meritorious rating are Cummings from CSIS and 5 from MGMKT – Lee, Box, Baack, Ahsan, Fogliasso. Discussion followed on who should receive a meritorious rating for this year. Performance appraisals are due to faculty by February 27 since March 1 is on Sunday.
- n. Summer 2010 funding –There has been some concern over just breaking even during summer school. Options discussed for reducing summer budgets at PSU has been that each faculty member at PSU would receive a set wage based on rank, or limiting class size.
- o. Position updates – Accounting Instructor Position will be finalized by the end of February – Accounting Assistant Professor position should be finalized by the end of March.
- p. Review Summer 2009 Schedule – Summer class schedules for each department were distributed and discussed.

### 3. Upcoming events:

- a. Spring Career Day – February 12 – 10:00-3:00 in the Student Center

- b. FY10 part-time allocations to Deans – February 16
  - c. Summer 2009 salary sheets due to Budget – February 16
  - d. Updated Faculty Vitas to Dean – February 16
  - e. Hard Copy of Publications to Dean – February 16
  - f. Youngman Applications to Dean – February 16
  - g. Retired Faculty and Staff Event – February 17, 6pm (Alumni Center)
  - h. Ida Asner - Live Text Demonstration (Computerized Assessment) February 18, 2009 @ 1:00 p.m.
  - i. Jeans for St. Jude – PSU Up 'Til Dawn event – February 19
  - j. Summer Schedule to Registrar - February 20
  - k. Deans, Directors and Chairs meeting with the Provost- February 24
  - l. Hybrid Learning: Instructional and Institutional Implementation Webcast Friday, February 27<sup>th</sup>, 12:00 noon – 1:30 p.m. in 316 HH
  - m. WF Schedule due to Registrar – February 27
  - n. Scholarship deadline – March 1
  - o. Apple Day – Sunny Pierce – (50<sup>th</sup> anniversary of women's sports at PSU) March 5 @3:00 p.m.
  - p. Outstanding Senior names to Dean by March 13
  - q. Brandenburg Lecture – John Lowe – April 20 @ 3:00 p.m.
  - r. College of Business Banquet – April 20 (OSC)
  - s. All University Retirement Dinner – April 24
  - t. Farewell Reception for Dr. Bryant – June 5 (tentative)
4. Department Concerns
- a. Management & Marketing – Dr. Harris will be taking off Friday, Feb. 13
  - b. CSIS – nothing to report
  - c. Acctg – Discussed Mini-MBA Program which seems to be going well. Discussed teaching international MBA courses – Acctg will teach WF 09, MGMKT will teach SP 10, CSIS will teach WF 10, ECON will teach SP 11
  - d. Econ – Dr. Cortes will be going to Taiwan over spring break for purposes of recruiting and to engage alumni.

The meeting dismissed at 4:30.

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Richard Dearth, Dean  
Kelce College of Business