

**Kelce College of Business
Chair's Meeting**

AGENDA

Tuesday, September 29, 2009

2:30 – 4:30

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

1. Updates

a. President's Council

1. President's Council and Master Facilities Planning

1. Discussed revising the Master Facilities Plan that determines order for working on facilities at PSU.

b. Provosts Council

1. Electronic Unclassified Performance Review Process

1. PLC had a long discussion on this process
2. Classified Performance Review is already on Line
3. Proposing to put other unclassified faculty on this electronic review process (not including administrators or teaching faculty)
4. Committee will be formed to evaluate the new procedures

2. Division planning – Unit Level Plans due 11/1/09

1. There was lengthy discussion in PLC about Unit Level Planning reports
2. For now all units are required to do unit level plans even though this process is currently under review. There is some uncertainty about what dates are to be covered in this report. Kelce Departments will create reports this year for FY 2010.
3. Dr. Dearth has to have the department plans in order to create the college plan.
4. Chairs are asked to submit their department unit plans before Nov. 1 to the Dean.

3. Inclement Weather Policy

1. Currently the policy is that the university is not ever closed. Administrators and staff people are currently required to be at work when classes are closed.
2. The President now wishes to be the only person making the decision on whether the university is open or not if there is inclement weather. Non-essential employees will earn inclement weather leave and essential employees will be expected to be at work. The issue for the colleges will be in determining which employees are essential.
3. Dr. Dearth asked for input from chairs and faculty on the proposed inclement weather policy

c. Legislative Post Audit Task Force

1. Asking for more academic representatives for this task force. Ms. Casey is currently the representative for the College of Business.

d. Program Review

1. Dr. Dearth sent out a petition/resolution composed by Dr. Harry Humphries for Chairs to review. He wishes to have some oversight on the part of faculty senate over program review. Debates will continue at PSU on the process even though Program Review is a process set up by the Board of Regents.

e. Gmail for Students

1. Gmail has been in effect for students for about 1 year. As of the spring enrollment period (Nov. 09), student's accounts will be blocked if they do not have a PSU Gmail account. Students will not be able to enroll until their Gmail accounts are activated.

- f. Basic Supervisor Training Program
 - 1. Dates for the Basic Supervisor Training Program in July was distributed
 - g. Committees
 - 1. List of Committees for 2009-2010 was distributed
 - h. Joint University Student Publications Board nominee names (John McNaught's name was submitted by Ms. Casey – she will check to see if he is interested)
2. Departmental Concerns
 - a. MGMKT – nothing to report
 - b. CSIS – nothing to report
 - c. ACCTG – nothing to report
 - d. ECON – nothing to report
 3. Discussion items
 - a. Executive on Campus
 - 1. Alum Bob Herrmann will be visiting campus on October 8. He will be talking to 3 classes and will have lunch with Kelce Chairs
 - b. Resumes
 - 1. Still need some updated faculty resumes
 - c. Committee Assignments
 - 1. Joint University Student Publications Board
 - d. Curriculum Committee Meeting – will meet tomorrow to talk about student writing and assessment
 - e. Assessment Committee Meeting – will meet on Thursday afternoon
 - 1. Rubrics – have been provided by Ida Asner
 - 2. LiveText - Training will begin in November and December
 - f. Hybrid courses – these courses are being developed by Dr. Snyder of Graduate and Continuing Studies
 - g. Dr. Scott will announce to Deans and PSU Administrators, on October 13, what he intends to do about a Provost Search and an OIS Director search.
 4. Upcoming events:
 - a. Executive on Campus – October 8
 - b. PSU Leadership Saturday – October 10 – optional event
 - c. Rumble Senior Day – October 10
 - d. FY11 staffing allocations to Deans from Provost – October 15
 - e. Fall Break – October 15-16
 - 1. Window Project in Rm 121
 - f. Presidential inauguration – October 23
 - g. Deans, Directors, and Chairs fall meeting – October 29 @ 2pm
 - h. Summer 2010 staffing requests due to Provost – October 31
 - i. Unit Plans - Due November 1
 - j. Faculty Authors reception – November 5
 - k. Summer 2010 allocations to Deans from Provost – December 1
 - l. Fall commencement – December 18
 - m. FY11 part-time funding requests to Provost – January 31
 - n. FY11 part-time funding allocations to Deans from Provost – February 15

I NEED COPIES OF THE HAND OUTS TO FILE WITH THE MINUTES!! MM