Kelce College of Business Chairs Meeting Minutes November 3, 2010, 2:30 p.m.

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dean Richard Dearth, Dr. Eric Harris

1. Youngman Reports

- a. Youngman Reports for summer 2010 Research Grants were due from faculty on November 1. Reports were reviewed by the Dean and Chairs.
- b. All reports were accepted by the Dean and Chairs.

2. Provosts Leadership Council/President's Council

- a. Career Services will begin a new project called "Professional Clothing Closet" to provide students with appropriate attire for interviewing.
 - i. Career Services will accept gently used professional clothing for this project.
- b. Electronic signage
 - i. OIS will take over electronic signage as a central collection point
- c. Rumble in the Jungle
 - i. Anticipated enrollment is 600 for this Saturday
- d. Performance Indicators
 - i. Provost will establish a committee (and hand-pick those members) for review of each performance indicator
- e. Distance Education Plan
 - i. This is now due from Continuing Studies (Peggy Snyder)
 - ii. Need to know whether there will be any degrees that will offer up to 50% of their courses on-line
- f. Dr. Olson
 - i. Will be out of the country from Nov. 3-13 (Norway)
 - ii. Acting Provost in her absence will be Dr. Howard Smith, Dean, College of Education
- g. Director of University Advancement Search
 - i. Field of candidates has been narrowed to two individuals who will be asked to come to campus for interviews.
 - ii. There will be general sessions for campus interviews
- h. Summer School Focus Group Report
 - i. Dr. Eric Harris gave a report on summer school to the PLC
 - ii. Results will be presented in Marketing Research Class on November 15
- i. Privacy Rights for students (Federal Law)
 - i. It was discussed in PLC that faculty, especially advisors, are reminded to protect student information

- 3. COB Faculty Committee Assignments
 - a. Need to have a complete list of Committees by the November 19 General Faculty Meeting
 - b. All full-time teachers should be assigned to at least one functioning committee
- 4. Kelce Rules of Organization (Revised)
 - a. The revised Rules were distributed to the Chairs for discussion
 - b. Chairs were asked to review the revision which will be distributed for approval at the General Faculty Meeting
- 5. Emergency Contact List
 - a. The emergency contact list for the COB for fall 2010 was distributed
 - b. Kelce Computer Lab employees are receiving additional training in case of emergency
 - c. In the process of obtaining weather radios and flashlights for emergency situations to be housed in each department office, the Dean's office and the Kelce Computer Lab
- 6. Department Reports
 - a. MGMKT
 - i. Ron Rhodes will be visiting and giving presentations to Dr. Sang Lee's classes on Nov. 23 (at 9:30 and 2:00)
 - b. ACIS
 - i. Dr. Jim Harris has asked about a project he would like to do for his 2011 Summer Research Grant. Proposed project was tentatively approved.
 - c. ECON
 - i. November 18 Meeting and lunch with officials from Taiwan
 - ii. December 17 Outstanding Finance Alumnus Daniel Mildfield will visit PSU and attend graduation ceremonies
 - 1. Dr. Cortes is in the process of trying to schedule activities for him from 2:00-4:30 on 12/17/10 in the College of Business
- 7. Summer 2011 Staffing Proposals for allocation purposes
 - a. Proposals are due to Provost by November 7
- 8. Graduate Assistants
 - a. There was discussion on hiring graduate assistants for Spring 2011 semester
 - b. Historically the COB has only hired MBA students as Graduate Assistants
- 9. Dean Meeting with Provost (November 2)
 - a. Concerns:
 - i. Current facility new facility or update current facility
 - 1. Central Administration at PSU has to identify this as a need for PSU
 - 2. New building plans are not in the works

- 3. A discussion about whether Kelce should have a strategy to expand and remodel current facility, or down-size enrollment or continue to promote a new building.
- ii. LiveText/Assessment
 - 1. LiveText is our ticket to HLC accreditation
 - 2. There are some concerns about whether this assessment tool is being utilized efficiently
 - 3. Dr. Olson asked that the COB re-emphasize the importance of adopting and using LiveText to faculty and students.

The meeting dismissed at 3:55 p.m.	
Richard Dearth, Dean College of Business	November 3, 2010