

**MINUTES**

Kelce Leadership Team Meeting  
9:00 a.m. October 26, 2011, 101C Kelce

**Present:** Dr. Paul Grimes, Dr. Eric Harris, Dr. Bienvenido Cortes, Dr. Michael Muoghalu

**Guests:** Dr. Donn Judd, Dr. Lynn Murray, Ms. Barbara VanBecelaere

**Absent:** Ms. Becky Casey (ill)

- I. HLC Reaffirmation of Accreditation Issues –
  - a. Guests Donn Judd and Lynn Murray visited the KLT to discuss Higher Learning Commission reaffirmation of accreditation issues
    - i. Accreditation visit will be spring 2013
    - ii. Communications task force is just beginning, Co-curricular is on-going
    - iii. Assurance agreement is substitution for previous method of preparation – prepared by Leadership Team of ten reps from the HLC
    - iv. Quality initiative is new area
    - v. Writing component began with a proposal for a writing task force several years ago
      1. WTF looked at types of writing that were occurring across campus – formally or informally
      2. Developed working definition of what acceptable writing is for a PSU graduate which resulted in the rubric that was created to measure and assess writing skills.
      3. WTF also had other recommendations:
        - a. Looking at how core writing courses are taught – mostly taught by adjuncts and TA's
          - i. Recommended that first semester TA's not teach a course, but take a grad course on teaching writing and work in the Writing Center as a tutor before going into the classroom.
          - ii. TF recommended that 3 full time instructors be hired. First instructor has been hired this year.
        - b. Writing assessment program will be implemented in certain courses in the future
        - c. Main aspect for HLC is that we are demonstrating a good faith effort to construct a quality program
      4. Writing Center is a part of secondary results of the Writing Task Force
        - a. Rubric that has been developed is the backbone of training for tutors in the Writing Center
        - b. Donn Judd can provide copies of the Writing Task Force results if needed
      5. Math Task Force has completed their work and submitted a report to the Provost. Working on rubrics for basic math knowledge for PSU students.
      6. Brown bag series will continue this semester talking about HLC efforts/aspects of student learning
      7. HLC site visit will occur

## Validation of Transfer Credit –

- b. Guest: Barbara VanBecelaere, Registrar's Office
  - i. Policies on validation of credit with regard to students who transfer courses
  - ii. Validation process began quite some time ago when the role of community colleges changed
  - iii. Course is brought in as an elective and if student takes one of the courses from the list that is provided by the department then that course will validate that credit.
  - iv. There is a limited set # of courses that fall into this validation process
  - v. List of courses is provided to degree checking by the departments and can be changed by the department chairs
  - vi. Some international courses may be validated – Barbara double-checks all information to make sure they are ministry of education approved, etc.
  - vii. Barbara will provide as much information as is needed to check all requirements on students and courses
  - viii. Page 145 in the current PSU catalog reviews the validation process in Kelce
  - ix. Implementation of new evaluation system will occur for some schools – this will entail an electronic system for communication
  
- II. Kelce Board of Advisors Meeting – November 7<sup>th</sup>
  - a. Discussed agenda items for the KBOA meeting on Nov. 7
    - i. Dr. Grimes will introduce himself and his vision and board members will introduce themselves
    - ii. Format: will begin at 9:00 am – with break at mid-morning – meet for an additional time until lunch
    - iii. Holly Kent will talk about Development issues
    - iv. Introduce Suzanne Hurt – Academic Advisor
    - v. International Mini-MBA recap – Dr. Muoghalu (and projected 2012 Mini-MBA)
    - vi. Branding Kelce
    - vii. Southeast Kansas Business Journal
    - viii. Review of AACSB issues - Dr. Harris
    - ix. College update after break (Dr. Grimes)
    - x. Meeting dates/locations
  
- III. Updates and Announcements
  - A. *Grimes* – Christmas Party Planning; Development trip to Atlanta next week; etc.
  - B. *Casey* – n/a
  - C. *Cortes* – working on Department Strategic Plan and summer staffing
  - D. *Harris* – would like to set up a meeting between the Chairs and Dean very soon to substantiate AQ/PQ criteria for each year; assessment committee will meet Monday to discuss LiveText results, goals and objectives, and other assessment issues with regard to AACSB maintenance of accreditation. Lengthy discussion followed. Might want to rotate courses that are assessed – not necessary to assess in each course every semester.
  - E. *Muoghalu* –PSU is listed in the top 294 Business Schools in the World this year
  
- IV. Old Business
- V. New Business
- VI. Adjourn