

MINUTES

Kelce Leadership Team Meeting
9:30 a.m. November 10, 2011

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris

Guests Present: Ms. Holly Kent, Ms. Suzanne Hurt

Absent: Dr. Mike Muoghalu

- I. Student Advising Issues – Suzanne Hurt
 - a. Talked about number of advisees that she has seen this week
 - b. Special Permissions discussion
 - i. Most special permissions are for students wanting to graduate sooner
 - ii. Notifications to students when they don't have required prerequisites
 - c. Transfer student discussion – prerequisite reports
 - d. Suzanne will check on programming which will allow students not majoring in the COB to take business courses without prerequisites
 - e. Academic Plans – meeting with Provost and OIS on Dec. 3 to try to set this up
 - f. Discussed details of advising students and preparing a visual chart for students showing what classes are required for each major. Suzanne will work on a rough draft for each major.
 - g. Discussed math courses and required prerequisites and potential courses to list in the catalog as required prereq or equivalent.
 - h. Faculty Advising Training – are faculty interested?
 - i. Most faculty don't want to sit through training even though it is required.
 - ii. Academic Plans aren't utilized fully by advisors. Should make it available to students to use even if advisors don't use it.

- II. Overload Permission Form Proposal
 - a. Proposed overload permission form was distributed and discussed.
 - i. Dr. Grimes believes the permission should be made at the advisor level.
 - ii. After Dr. Grimes signs the form it will be routed back to the advisor to be placed in the file.
 - iii. Discussed requiring GPA to be above a certain number
 - iv. Academic Advisor will now be an ad hoc member of the Kelce Curriculum Committee
 - v. Discussed differential tuition – start with MBA courses

- III. Rua Box Guests and Logistics – Holly Kent
 - a. List of guests in the Rua Box was distributed
 - i. 11:45-12:30 President's Reception in the Alumni Center
 - ii. Rua Box opens at 1:30
 - iii. Holly gave details on how KLT can access the Rua Box

IV. Board of Advisors – Debrief

- a. Holly Kent's input was that there are several board members who haven't made any donations (or very few) to PSU
 - i. Discussed talking to the board about an expectation of giving to PSU and the College of Business
 - 1. Might be able to set up a special board fund
 - ii. Can begin this by organizing the board and asking the newly-formed development committee to work on fundraising and board members making donations
 - iii. Discussion followed on prospective donors

V. Updates and Announcements

A. Grimes

- a. Classroom Projectors Issues
 - i. Discussed making sure that projectors are turned off
 - 1. Mandy is going to work on preparing an instruction sheet for each classroom on turning off the projectors
- b. Meeting with EMSS Directors on 11/9/11
 - i. Asked what the COB can do for them:
 - 1. Need to get someone to work with Heather Eckstein on First Year Experience Programs – need a COB rep (suggestions: Suzanne Hurt, Mike McKinnis, Maeve Cummings)
 - 2. Need a rep to Honors College Committee (suggestions: Mike McKinnis, Art Fischer)
- c. Discussed the perception of College of Business and faculty on campus
- d. Strategic Planning Committee meeting on Friday at 3:00 pm Friday
 - i. asked for comments from everyone on committee – need those by tomorrow before the meeting

B. Casey

- a. Issues with tables/chairs for 208 & 210

C. Cortes

- a. Attended first meeting of Institutional Effectiveness meeting
 - i. Strategic Plans are due from departments – only about 30% have been submitted
 - 1. Progress reports and budget implications were issues that were discussed in regard to strategic plans

D. Harris

- a. Dr. Box has been out with health issues, but has returned today
- b. LaRochelle Program – currently have 5 students interested and need to have 8 minimum

E. Muoghalu – no report

VI. Old Business

- a. Need RSVP's for Holiday Party by tomorrow

VII. New Business

- a. Dr. Grimes shared a picture from when he was a student – given to him by an alum
- b. Graduation for fall
 - i. Discussed faculty participation at graduation ceremonies

- c. Discussed meeting with KLT more often
- d. Discussed creating goodwill on campus

VIII. Adjourn at 11:15 a.m.

Dr. Paul Grimes, Dean
Kelce College of Business

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