

MINUTES

Kelce Leadership Team Meeting
9:30 a.m. January 20, 2012

Present: Ms. Becky Casey, Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Mike Muoghalu

- I. Summer Budget Worksheet
 - a. Mimi reviewed the summer budget worksheets for SU 2012

- II. Advising and Registration Issues – From Academic Advisor
 - A. Exchange Students
 - a. There is an issue with exchange students who are here only for a short time and are considered non-degree seeking.
 - b. Problem is that the students have been taking courses without having had the required prerequisites.
 - c. The International Office is willing to back up a policy that is set up by the college so that these students are taking appropriate courses in the correct order.
 - d. Discussed setting up a policy for exchange students taking courses without required prerequisites
 - i. Might need to petition the professor to allow the exchange student in the course. This would conflict with our regular students.
 - ii. Dr. Grimes asked that 1-2 reps from KLT work with Suzanne to set up a policy for these students. Ms. Casey, Dr. Cortes and Dr. Harris will work with Suzanne on creating a proposed policy.
 - B. Progress Toward College Admission
 - a. There have been a few students who have significant hours completed, but have not yet reached the admission threshold for the college.
 - b. Discussion followed on this dilemma:
 - i. Students should be advised that they cannot continue to take courses if they haven't been admitted to Kelce, especially since students still need to take 24 hours after they've been admitted.
 - ii. Policy statement is needed. Chairs will also visit with Suzanne about this issue.

- III. Faculty Awards
 - A. Applications and Process
 - a. Teaching, Research and Service Awards for faculty
 - b. Selection committee is the Faculty Development committee
 - B. Set Deadline – will be set at next meeting after everyone reviews

- IV. Youngman Summer Grant Program
 - A. Application Process and Deadline
 - a. Do not have time to revise the Youngman policy for this year. Will follow current procedures for this year. Deadline will be Feb. 10.

- B. Program Assessment Committee – members
 - a. The Dean has asked that Dr. Baack, Dr. C. Fischer, & Dr. O'Bryan be on the committee to review the procedures and make recommendations for the Youngman Grant by fall. Dr. Grimes will talk to these representatives.

V. Accreditation Issues

- A. AQ/PQ Determination Meeting – set date and time
 - a. Discussion followed on research requirements for AQ status and what a reasonable number of research activities would be for faculty.
 - b. Date and time for meeting is Monday, Feb. 6 from 8:30-1:00.
 - i. Everyone should bring hard copies of faculty vita and justification for AQ or PQ status.
- B. CMM Process – develop teams and set working schedule (Capability Maturity Model)
 - a. Need to put together 4-5 teams from the departments/disciplines to work on the each of the different standards. Will review where we are relative to each of the standards.
 - b. Chairs are asked to review this process and come up with teams of faculty. Will try to have 8 teams of faculty for the college. Every team will get 2-3 standards to review. Will ask each faculty member to sign up for their teams according to the standards that need to be reviewed. Each team will identify a leader and leaders will meet with the Dean to describe the process.

VI. Innovation and Entrepreneurship

- A. Perceptions and fall out
 - a. Not everyone in the COB is excited about this process. Dr. Harris said that there are several red flags that would prohibit him from participating in the program. He will still be supportive if the program goes forward.
 - b. We are still just looking at the opportunities of this package and perhaps other packages.
 - i. We need to take a step back and not jump the gun that we are absolutely locked into this program.
 - ii. We can do what fits best for us.
 - iii. We need to be team players with other areas on campus and in the community.
 - iv. City of Pittsburg is interested in supporting a collaborative effort between the COB and the COT.
 - v. Other universities are teaching this as an overload for faculty.
 - vi. This could be a certificate program.
- B. Intercollege Task Force – call for participation
 - a. Dr. Grimes and Dr. Dallman would like to form a faculty driven task force to look at creating our own program for both colleges.
 - b. Will try to form the task force to explore the program this spring. (possible members for task force: Dr. Muoghalu, Dr. Dalecki, Ms. Polfer, Mr. Strong, Mr. McKinnis).
 - c. Message that we need to send is that we are team players with the college of technology.

VII. Updates and Announcements

A. Grimes –

- a. SEKBJ next article – the latest journal was distributed to the KLT and Dr. Grimes stated that we need someone to write the next article. Theme for the next issue is office technology. Deadline is mid- to late February.
- b. Display slide show – Jessica Hicks is working on refreshing the display slide show. Please send ideas to Dr. Grimes or Mimi.
- c. E-mail – please check to make sure everyone is sending e-mails to Dr. Grimes' PSU e-mail.

B. Casey –

- a. class scheduler issue
 - i. software allowed course to be changed that already had people enrolled
 - ii. this issue shouldn't happen again as OIS will change software
- b. working on adding seats to the lab to have tables for laptops and more students
- c. Dr. Fay's sabbatical has been approved for the fall semester.

C. Cortes –

- a. PLC meeting report
 - i. There is currently a pilot program for classes utilizing iPads.
 - ii. New LMS training
 - iii. General education issues

D. Harris –

- a. Logo update
 - i. Committee likes the general idea, but want to tweak the logo some before it is approved. Chris Kelly will be contacting Dr. Grimes.
- b. Textbook ordering on-line
 - i. Phantom books have been showing up at the bookstore that weren't ordered.
- c. Dr. van Wyk's sabbatical has been approved for the fall semester.

E. Muoghalu –

- a. MBA Experience – will take place this week-end on Friday night and Saturday. There will be 25-30 students attending.
- b. Participated in KC Metro Center director recruitment on Wednesday. Also discussed the possibility of continuing the MBA program in KC.

VIII. Old Business

IX. New Business

- a. Dr. Craig Fuch's, PSU Honors College Director, will make a presentation at the next KLT meeting.

X. Adjourn at 12:10 p.m.