

MINUTES

**Kelce Leadership Team Meeting
9:00 a.m. July 9, 2012**

Present: Ms. Rebecca Casey, Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu

Dr. Grimes opened the meeting by asking Chairs to try to open spaces in classes for the fall semester in order to allow incoming students (including international students) to enroll in full class schedules – many courses are already closed.

- I. Digital Measures
 - A. Contract approved an agreement in place
 - B. Identify DM Administrator
 - a. Discussion followed on identifying PSU's Digital Measures administrator
 - i. Nominated Dr. Wei Sha as the coordinator (on-going) – Dr. Grimes and Ms. Casey will visit with him about being our administrator
 - ii. Discussed giving Dr. Sha a dedicated student employee – possibly 10 hours per week
 - C. Dr. Grimes asked KLT to read through the DM administrators manual
 - D. E-mail will be sent to Kelce faculty to announce the launch of DM
- II. Budget allocations for next year
 - A. Any issues or concerns? – nothing unexpected
 - B. Faculty contracts – 2% raises for tenure earning faculty and unclassified administrators
- III. Faculty credentials – HLC practices – faculty must have a degree at least one level above the students they are teaching
 - A. New form at time of initial hire
 - a. Hiring unit/department will be required to complete an additional form at the time of hire to document that the faculty/instructors have the appropriate credentials (degrees/certifications/licenses)
 - B. Certifications and licenses – document in personnel files
 - a. Departments are asked to review personnel files to make sure copies of certifications and licensures are included in the files (include adjuncts)
- IV. Modifications to the college admissions criteria for BBA
 - A. College Curriculum Committee
 - a. Modifications are still waiting on the College Admissions standards criteria.
 - B. Full faculty approval prior to sending on to university –
 - a. Discussed getting a majority vote (2/3) of Kelce faculty in order to make curriculum changes.
 - C. Changes to Kelce By-Laws (as re-written by Dr. Grimes and KLT) will be presented to the faculty at the opening meeting in the fall.
- V. Faculty travel for upcoming year
 - A. New departmental accounts
 - B. Review of last year's spending
 - a. Distributed copy of funds spent on travel last fiscal year (FY12) by Kelce faculty and discussed.

- C. How to allocate from Dean's Office? – \$600 last year – rules?
 - a. Do we want faculty to apply for funds at the beginning of the year?
 - b. Dr. Grimes will send out a memo to all faculty asking for planned travel and anticipated expenses for the year. This information will go to Department Chairs.

- VI. International partner agreements
 - A. France – signed and ready to implement
 - a. Dr. Dalecki was instrumental in getting this implemented
 - b. KLT asked to be debriefed on this agreement by Dr. Dalecki or Mr. Olcese
 - B. China – review transfer courses; notify Chuck
 - a. University in China is currently working with a school in Australia that is looking for some American partners
 - b. The International Office has asked us to look over the courses that they are asking to have transferred to PSU. Copies of their syllabi were distributed to each department chair for review by their curriculum committee.
 - C. Kelce Faculty Development Committee will be asked to set up presentations by visiting scholars to PSU/Kelce

- VII. Calendar stuff
 - A. Set date/time for opening Fall faculty meeting – Thursday, August 16, 11:30 (pizza/salad)
 - B. Provost Office requesting dates and times for our KLT meetings in Fall – **Wed., 9:00 a.m.**
 - C. Be aware of distributed dates/deadlines for scheduling classes
 - D. Put deadlines for P&T process on calendar – who is going up this year? (Dr. Dalecki – promotion & tenure)
 - a. Department Promotion and Tenure (and University Promotion – 3 from each college) Committees need to be appointed as soon as possible.
 - b. Dr. Grimes will send an e-mail to faculty to let them know that the committee needs to be elected and will ask for nominations. Chairs will visit with those that are nominated to make sure they are willing to serve. Paper ballots will be used for voting.
 - E. Bill Ivy visit to KLT (Early Alert system and transfer courses) – Is next time good? **Thursday, July 19, 9:00 a.m.**
 - F. AACSB trip in September – coordination of registration and travel
 - a. Need to plan AACSB trip to Atlanta (9/23-9/25/12). Arrive in Atlanta on the evening of 9/22/12.
 - G. Cook-out at Grimes home – set a date – Sunday, July 22 at 5:30 pm

- VIII. Updates and Announcements
 - A. Grimes –
 - a. Debrief on New Dean's Conference
 - i. Great opportunity to meet new deans from other university's
 - b. TB student survey for admission
 - i. State of Kansas health authorities are requiring new admits to colleges to complete a four question survey on TB
 - ii. Issue at PSU is that students will complete this survey – must answer "no" to all questions – info will be sent to the Student Health Center
 - 1. Students may find themselves with a temporary hold while data is downloaded from GUS to the Student Health Center system. Chairs are asked to give faculty a heads-up on this issue.
 - c. New calendar being set for legislative process
 - i. Task force is working on setting up new timelines for legislative processes.
 - d. BusinessWeek Program – similar to the WSJ program for students. Need to think about using one of these programs in business classes. BusinessWeek can come for a visit to let us know what they have available.

- B. Casey –
 - a. Summer alternate employment procedure. Ms. Casey will do a re-draft based on Dr. Olson's recommendations. KLT will look over and then go to departments for faculty vote.
 - b. Microsoft Certifications – Dwight Strong working on this with Mrs. Casey. Issues were discussed – biggest issue is expense for students. Should be able to generate revenue for Microsoft workshops from students and community members.
 - c. ACIS faculty handbook
 - i. Converting to electronic format.
 - ii. Other departments interested in using this format or to produce a college-wide handbook? (College policies, departmental policies, etc.)
 - d. Student handbook – do we want to do one for the college? Might have Academic Advising work on putting this together.
- C. Cortes –
 - a. Debrief on Iraq trip
 - i. His month-long trip went well.
 - ii. Held a workshop for about 50 professors on international finance.
 - iii. Interested in setting up agreements with PSU. May be able to offer the Mini-MBA program to these individuals.
- D. Harris – New faculty member (Stephen Horner) will begin in the fall.
- E. Muoghalu –
 - a. Summer Mini-MBA
 - i. Program will begin on Tuesday with 10-12 students.
 - ii. Faculty are set up to teach sections (6:00-9:00 p.m.)
 - iii. Field trips are set up to Tyson and Wal-Mart; Downstream Casino; Kansas Board of Trade & Federal Reserve Bank; Cessna in Wichita. Might go to Names & Numbers in Pittsburg.

IX. Old Business

- a. 35th anniversary celebration discussion - details and costs.
- b. Dr. Murray will come and give an overview to one of the next KLT meetings.

X. New Business

XI. Adjourn – 11:30 a.m.