

MINUTES

Kelce Leadership Team Meeting
9:00 a.m. August 22, 2012

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

- I. Proposed "Rules of Organization and Bylaws"
 - A. Instigate discussion at the departmental level
 - Dr. Grimes asked that Chairs remind faculty in their departments to discuss the proposed Rules and Bylaws and make recommendations for changes.
 - B. Forward proposed changes to the dean
 - Discussion on moving forward with this proposal
- II. New College Admissions Proposal – feedback since faculty meeting
 - a. Issues and concerns need to be discussed at the departmental level and brought forward to the Dean.
 - b. There has been no feedback at this point. Dr. Grimes reminded KLT that this is a very important issue that needs to be addressed.
- III. Upcoming professional development seminars – who to send?
 - a. One person from each department should be represented at the first seminar on Sept. 13 (9 am – 4 pm).
 - i. Suggestions: Dr. A. Fischer, Dr. Bracker, Dr. Haenchen
 - b. Dean, Chairs and MBA Director should attend the 2nd seminar on Oct. 25 (Fall Break).
 - i. 10/25 is the same day as Opportunities in Business Day in Kelce
- IV. Miscellaneous Items
 - A. Travel Requests from faculty
 - a. Dr. Grimes asked Chairs to go through the requests from their departments and prioritize for Dean's office funding purposes.
 - b. Priority for funding should go toward those faculty who are presenting.
 - c. Chairs will bring information to Mimi.
 - B. Course legislation process revisions – upcoming meeting with committee
 - a. August 29 at 9:00 a.m. in 121 Kelce – to include administrative assistants and academic advisor.
 - C. College Academic Honors Committee – new committee, need to assign, charge waiting
 - a. New on-going committee that was created by the Faculty Senate – set up policy for departmental honors.
 - b. Assignments from departments – need one person from each department.
 - i. Suggestions for reps to committee from Kelce: Dr. Art Fischer, MGMKT; Dr. David O'Bryan, ACIS; Dr. Anil Lal, ECON. Chairs will visit with these faculty and ask them to serve.
 - D. Enrollment Trend – discuss recruitment strategy and efforts
 - a. Topic was discussed at PLC meeting yesterday.
 - b. Enrollment trend appears to be stagnant – at our capacity.
 - c. Provost is asking that future PT faculty requests be added for general education sections of courses.
 - d. As of yesterday PSU is below in enrollment #'s as compared to last year.
 - i. Recruitment efforts will be prioritized.
 - ii. Dr. Grimes will focus on incentives for the college to recruit.

- E. Part-time money to offer general education courses
 - F. Remind faculty about signing up for SPTEs
 - a. Chairs are asked to remind faculty to sign up for SPTE's for this semester.
 - G. Adjunct money now available for departments offering honors courses
 - a. Funds have been re-allocated for honors courses in the future.
 - b. Work with Craig Fuchs on securing funding to cover these classes.
 - H. Jan Smith to accompany Provost to departmental meetings – update on HLC issues
 - a. Meetings should be completed in the fall or early in the spring.
 - I. Critical Thinking Task Force – Peter nominated Linden or Kristen; need our recommendation Monday
 - a. Need to submit our recommendation to the Critical Thinking Task Force by next Monday.
 - b. Committee will be comprised of 11 people.
 - c. Suggestion: Ms. Mary Polfer
 - J. KSU Core Outcomes Meetings – Friday October 19th; economics needs representation
 - a. Meeting at KSU – Ms. Freund has been asked to attend. Name will need to be submitted to Dr. Ivy as soon as possible.
 - K. Peace Core Prep program – schedule meeting
 - a. Need to schedule this group to attend a future KLT meeting.
 - L. Prep-KC visit – Set for Friday, November 16th – most interested in Accounting and Marketing.
 - a. Chairs are asked to pick pairs of faculty who are interested in hosting these students.
 - M. Video displays in east hallway?
 - a. Discussion on video display(s) in first floor east hallway announcing long term info, and one to announce current events.
 - N. Summer course assignment policy; where are we?
 - a. Discussion on summer course assignment policy. Policy must be voted on by departments. Will try to hire Kelce faculty, but have to advertise to everyone.
 - O. 35th Birthday hospitality tents – are we ready?
 - a. ACIS is up first and has recruited volunteers in the department.
 - P. Welcome back to school picnic lunch for Kelce will take place 11:00-1:00 next Tuesday in front of building.
- V. Updates and Announcements
- A. Grimes – KBOA membership; Leggett & Platt; Chamber Coffees;
 - a. Board of Advisors – there are 3 members from the board who haven't been participating.
 - i. Thought might be to graduate these members to emeritus status.
 - ii. Executive committee will come up with a plan to graduate active board members to emeritus status.
 - b. Leggett & Platt – will be sending an invitation to all faculty to come to their program.
 - i. David Hogard said that there will be 10-15 alumni from Leggett & Platt attending.
 - ii. Will occur immediately after Meet the Firms Day – September 10, 5:30-7:00 in the Alumni Center.
 - c. Chamber Coffees –
 - i. Chamber Coffee tomorrow will be at the Alumni Center.
 - ii. Need to make a more concerted effort to have a representative at each of these coffees.
 - iii. Chairs and Dean will take turns attending.
 - B. Casey
 - a. Moving expenses for new faculty. Discussion on coming up with a policy for paying for moving expenses. Dean's office will match the amount that the departments pay.
 - C. Cortes
 - a. Finalizing agenda for department faculty meeting this week.
 - b. Ms. Freund has returned from Paraguay.
 - c. Faculty have been hired to cover Dr. Smith's classes

- D. Harris
 - a. Working with Technology on allowing tech students to take Quality Management class.
 - b. Moved a Geography class into Kelce and one of Ms. Paul's classes has been moved to Russ Hall.
 - c. Assessment committee will be meeting very soon. Dr. Fogliasso will replace Dr. Box on the committee. Chair will need to be appointed.
 - d. Discussion on assigning rooms for spring 2013. KLT will meet during the 2nd week in September to discuss schedule for spring.
- E. Muoghalu –
 - a. MBA enrollment is down this semester.
- VI. Old Business
- VII. New Business
 - a. Outstanding Alumni – need to start thinking about and planning for the visit of COB outstanding alumni Matt Kaminsky (BBA in Management).
- VIII. Adjourn at 11:00 a.m.