



MINUTES

**Kelce Leadership Team Meeting
10:30 a.m. May 15, 2013**

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

- I. KBOA Meeting on Friday the 17th - Agenda Items
 - a. Agenda has not yet been finalized.
 - b. KLT will give quick updates on their departments after lunch.

- II. Performance Reviews – Reflections and Goals for Next Year (Due: 06/08/13)
 - a. It is time to upload materials to the system for performance reviews – reminders will be sent until materials are updated.
 - b. Dr. Olson would like a narrative on reflection of goals for last year, status in terms of accomplishments, and progress toward goals. 2nd document required will be the goals for next year.
 - c. Dr. Grimes would like to have goals e-mailed to him before they are uploaded to the system and will be due to him by June 8. Dr. Grimes will meet with each person before goals are uploaded.

- III. Miscellaneous
 - A. Search for Instructional Support Tech
 - a. Kylie Edgecomb has been hired as the new Instructional Support Tech for the College of Business and the College of Education. She will begin on June 10.
 - B. General Education Assessment Plan
 - a. A draft of the General Education Assessment plan was distributed for review.
 - b. At some point Kelce general education courses will come up for assessment.
 - c. The current plan is to try not to tackle all of the courses at one time, but to work on 1/3 of the courses at a time.
 - d. Faculty Senate is still working on how to divide up courses into workable components.
 - e. Concerns are that this could get in the way of other assessment processes that are taking place.
 - f. KLT are asked to give feedback to Mark Johnson or Maeve Cummings.

- C. EDA Grant Opportunity – MSSU and JACC’s Joplin Regional Prosperity Initiative
 - a. Dr. Grimes and Dr. Cortes met with Mark Turnbull and the Dean at MSSU.
 - b. Plan will be that MSSU and PSU will have a shared goal of working on an economic outlook/forecasting model for SW Missouri and SE Kansas. IE will be the focus for PSU.
 - c. The grant will be split evenly between PSU and MSSU, and is renewable for up to five years.
- D. Innovation Transfer/Corporate Engagement Officer – Interviews
 - a. Dr. Grimes is participating in interviews for this position. There are two candidates and both have been interviewed.
 - b. Position will report to Dr. Dallman.
 - c. This is a one year position that may or may not be funded again.
- E. Interdisciplinary Initiatives Task Force Report
 - a. This is a task force that has been put together by Dr. Olson and led by Dr. Ivy.
 - b. Some of our programs may fall under this category (Fraud).
 - c. Looking at ways to make it easier to administer interdisciplinary initiatives.
- F. Student Complaint Tracking Procedures
 - a. Tracking of Formal Student Complaints document was distributed for review and discussion.
 - b. HLC stated that PSU isn’t in compliance for tracking student complaints.
 - i. The definition states that a formal student complaint is any complaint of a nontrivial matter, either academic, or non-academic, made formally in writing and signed by the student.
 - ii. Verbal complaints that are successfully resolved do not need to be tracked unless required by a specific policy or law.
- G. A new auditing policy for PSU will be effective beginning Fall 2013.
 - a. PSU will begin charging regular and applicable special course fees for those individuals auditing courses.

IV. Updates and Announcements

- A. Casey
 - a. Transfer equivalency issues
 - b. OOE – remaining funds should be spent
- B. Cortes
 - a. We have officially been informed that three students will be approved to go to Taiwan for international experience this summer. We’ve only had two inquiries so far. Preference will go to students who haven’t had international experience or very little international experience. Preference for this trip is for American students. Dates of trip are July 9-30.
 - b. Dr. Cortes will be gone at the end of May to a conference in Kansas City.
- C. Harris
 - a. Would like to purchase Qualtrix (on-line survey software) next year. We might be able to split the cost between the departments.
 - b. BSQ is very close to completion.
- D. Muoghalu
 - a. Mini-MBA in July (8-26) is on-track. Discussed potential field trips for this year’s program.
 - b. Mini-Mini MBA is currently in progress.

V. Old Business

- a. Promotion and Tenure documents discussion. Dr. Grimes will work on the document which will be proposed to the departments. Will work toward finalizing this document for presentation to the faculty at the fall meeting.

VI. New Business

- a. KLT are asked to let Dr. Grimes know (e-mail Mimi) about vacation plans and dates of absences for this summer.
- b. Dr. Grimes will be attending the ENACTUS competition next week in Kansas City. Dr. Olson and Dr. Scott are both attending the competition this year.

VII. Adjourn