



**A G E N D A**

Kelce Leadership Team Meeting  
8:30 a.m. July 11, 2013

Present: Ms. Becky Casey, Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Dai Li, Dr. Michael Muoghalu

- I. New Institutional Research Director – Dr. Dai Li
  - a. Dr. Grimes welcomed Dr. Dai Lee and introduced her to the department Chairpersons. Dr. Li spoke of her past employment and told a little bit about herself.
  - b. Meeting all of the college Deans and department Chairs is part of her orientation process.
  - c. Conversation continued regarding how Dr. Li could best work with the College of Business in her new role including the use of Tableau and how best to develop a centralized method to obtain information and statistics from different departments and offices across campus.
  
- II. PLC Retreat
  - a. Dr. Grimes spoke about the PLC retreat. He had some reports from the retreat that he gave to each Chair.
  - b. Discussion of the reports continued.
  
- III. Indirect Overhead Distribution:
  - a. Dr. Grimes handed out a memo regarding indirect overhead from grants.
  - b. The College of Business has no grants that paid overhead. Since state budgets are problematic we need to take charge of this matter.
  - c. The College of Business needs to develop ways to access grants that are available in the future.
  - d. Dr. Grimes is willing to send faculty to conferences to help develop ways to get grants for the College of Business.
  
- IV. ACIS Chair Search Update
  - a. The search committee identified 3 candidates. One came to campus, one dropped out.
  - b. Ms. Casey has agreed to stay on through the year until someone is hired. The goal is to have someone in place by July or August of next year.
  
- V. Budget and KNEA Update
  - a. The budget negotiations were finalized last month. They will honor the meritorious stipends.
  - b. There will be a raise for all faculty and unclassified staff of 2% that will be put in place in January 2014.
  
- VI. MBA Employers Survey
  - a. U.S. News and World Report would like to have names of companies who hire our MBA students. They would like to have the report by August 15<sup>th</sup>.
  - b. There are some reports on campus that we will look at. Dr. Grimes will visit with David Hogard regarding obtaining this information.



- VII. Digital Measures Issues
- A. Completion of Yearly Data for Faculty
    - a. The yearly data is not completed for faculty. Dr. Harris cannot run the data tables until certain information is filled in. Dr. Grimes asked chairs to log in and enter data if they have it.
  - B. Education Screen – Duplication Check
    - a. These screens have been completed but some faculty entered their educational information manually instead of waiting for it to populate so some information shows up twice.
    - b. Dr. Grimes asked chairs to look at the information for their faculty and correct it so the report for AACSB is correct.
  - C. Publication Records - Concerns with Proceedings
    - a. Some publications were published in more than one proceeding.
    - b. Chairs agreed this needs to be corrected. Discussion continued on how best to deal with this issue.
- VIII. Dates
- A. Fall Opening Faculty Meeting – Thursday, August 15<sup>th</sup>
  - B. Opening Week Picnic for Students will be held Tuesday August 27<sup>th</sup>. This will be an annual event.
  - C. AACSB Meeting in St. Louis – September 22<sup>nd</sup> - 24<sup>th</sup>.
    - a. This is the same conference that was held last year in Atlanta.
    - b. Dr. Grimes asked the Chairs' opinion about inviting the full AACSB team to meet the PSU full AACSB team to meet in St. Louis. If they want to do this they need to act soon so registrations can be paid.
  - D. Outstanding Alumni Award – Dave Harrison (BBA '92) October 4<sup>th</sup> and 5<sup>th</sup> –
    - a. The Economics dept. will help organize the details of his agenda.
  - E. Hospitality Tents – September 21<sup>st</sup> (with A&S; Family Day) and October 5<sup>th</sup> (with COT; Homecoming)
    - a. Instead of having a tent at every home game the College of Business will help to host a tent at two different events.
    - b. The COB will coordinate and share tent space with other colleges.
  - F. Rua Skybox Host – November 2<sup>nd</sup> – Northwestern Oklahoma Game
    - a. The College of Business has been assigned the Rua skybox for development purposes.
    - b. Holly Kent will help coordinate the details for this.
  - G. AACSB Fifth Year Report Deadline – December 9<sup>th</sup>
    - a. The report has to be turned in 60 days before the visit. That has changed from a 90 day deadline in the past.
    - b. The report goes directly to the team first.
    - c. A date needs to be established with Ron as to when he can visit campus before the initial visit.
    - d. Dr. Grimes suggested selecting a date immediately following the St. Louis conference.
- IX. Miscellaneous
- A. Visit with Tom Erikson at WIU
    - a. Dr. Grimes visited with Tom on his way back home from vacation.
  - B. Research Impact Measures
    - a. Citation Analysis - Faculty will be asked to set up a Google Scholar Account so that impact information can be gathered.
    - b. Dr. Harris will find out how to register for this.



- C. Qualtrics
  - a. We have an invoice for a 12 month subscription but we would like to clarify what all is included in the package before we go forward with payment.
  - b. Dr. Grimes asked Dr. Harris to schedule a general interest webinar for faculty.
  - c. We would also need someone to help manage the usage of Qualtrics.
  - d. Dr. Grimes suggested having Kylie Edgecomb to do that.
- D. College Directory and Mission Statement Display Updates
  - a. Mission Statement Display will be consolidated somewhat.
  - b. The directory is being updated and we are waiting on two faculty pictures and one e-mail address to complete the updates.
- X. Updates and Announcements
  - A. Casey – Painting the hallway tiles.
    - a. The ACIS department has done a test run in one of their offices to see if paint would adhere to the concrete block walls that are so prevalent in Kelce. We would like to go forward with painting over all of the Kelce hallway tiles.
    - b. Ms. Casey has developed a plan to re-arrange the classrooms in Kelce to make sure we have optimum utilization of classroom space each semester. She submitted the plan to the Dean and Chairs for discussion.
    - c. Discussion also continued about the issue of MBA classes overlapping thus creating a problem for student schedules. This issue will be discussed again at the next KLT meeting.
    - d. Once the spring 2014 schedules are written we will look at room assignments.
    - e. Ms. Casey has been nominated for Kansas KCPA/AICPA Women to Watch. Congratulations Ms. Casey!
  - B. Cortes
    - a. no new business
  - C. Harris
    - a. Introduction to Business enrollment has increased dramatically.
    - b. Dr. Harris has been working on Assurance of Learning documents. Dr. Grimes suggested we need to find a new way to present the information to the team.
  - D. Muoghalu – Mini MBA
    - a. The Mini MBA is in progress. There are 27 students attending, 25 of them are new students. All of the students are excited about what they are getting from the program.
    - b. There have been a few minor complaints but they have been resolved.
  - E. Opportunities In Business Day
    - a. Suzanne Hurt is interested in exploring different formats for the Opportunities in Business Day. Different options were discussed on how to improve this growing event.
- XI. Old Business
- XII. New Business
- XIII. Adjourn – Meeting adjourned at 11:25 am