



**Minutes**

Kelce Leadership Team Meeting  
1:30 a.m. August 2, 2013

Present: Ms. Becky Casey, Dr. Eric Harris, Dr. Paul Grimes, Mr. Dwight Strong, Dr. Michael Muoghalu  
Absent: Dr. Din Cortes (vacation)

- I. Handout regarding Legislative Process Calendar.
  - a. Dr. Grimes spoke about the calendar and asked that if departments are doing any curriculum changes to be sure to use the right forms.
  
- II. Guest – Dwight Strong; Microsoft Certifications – see attachment
  - a. Mr. Strong gave a presentation on Microsoft Certifications. He said we would probably go with MS Office 2010 instead of 2013
  - b. The group agreed that this is a good idea but a number of details will need to be finalized.
  - c. Dr. Grimes asked Mr. Strong to verify with the Microsoft contacts what the exact pricing would be based on our exact needs and to also spend a few minutes at the Kelce opening meeting explaining to faculty what this means to the College of Business
  - d. Conversation continued on how best to integrate the usage of this product if purchased
  
- II. Committee Assignments for Faculty Senate
  - a. Justin Honey is the Faculty Senate leader this year. Dr. Grimes has asked Justin that the service times for this committee be extended past the usual 1 or 2 years.
  - b. The committees below need representatives. Volunteers will be sought at the Kelce opening meeting. Dr. Grimes will ask Justin about renewals.
    - Honors College Committee
    - Departmental Academic Honors Committee
    - Faculty Affairs Committee
    - Constitution Committee
    - Budget Committee
  
- III. Building Issues
  - A. Paint / Green Tile Caps in Hallways
    - a. PSU painters are reluctant to paint over the concrete tiles in the hallways in Kelce. Facilities planning would allow us to paint over the green tiles only. It was decided to go ahead with painting the green tiles only.
  - B. Recycle Issues – Hallway Bins and Faculty Offices
    - a. New recycle bins will be delivered next week. Wooden surrounds will be built around them. Also, recycle bins will be built into the walls by the vending machines.
    - b. Recycling efforts need to be expanded to faculty offices. Efforts to purchase recycling bins for each faculty office are underway. Recycle cans have been purchased for all the classrooms.
    - c. We will also be getting rid of the big grey trash cans in the hallways.
  - C. College Directory and Mission Statement Display Updates
    - a. Larry Jump is working on the Kelce Vision Statement display changes.

- IV. Classroom Assignment Plan
  - a. Becky Casey has made a few changes to the Kelce classroom assignment list she originally made and will send the changes to the other chairs.
  - b. One year exchange students were a topic of discussion. With small class rooms in Kelce we are having a hard time getting students seeking a four year degree into Kelce classes versus students who are only here for one year.
  
- V. Choong Lee has a Fulbright scholar coming to PSU as a visitor.
  - a. Dr. Harris will gather information about this once it is available.
  
- VI. Miscellaneous – More discussion will follow on this next week.
  - A. Research Impact Measures – Citation Analysis
    - a. Dr. Grimes would like the faculty to sign up for a Google account for access to this.
  - B. Qualtrics Follow-up; Training
    - a. Qualtrics has been purchased and they are ready to do a training session. Dr. Grimes asked Eric to talk to Kylie Edgecomb about administering the accounts for the product and working with the Faculty Development Committee to set up the training.
  - C. College Marketing w/Athletics
    - a. The Kelce College has purchased marketing/promotions with PSU Athletics. It was agreed that the “Family Friendly” designation will be promoted in the ads.
  - D. Establish Date for President & Provost Visit
    - a. It was decided that the meeting will be after the AACSB team has visited. Possibly Friday March 28<sup>th</sup>.
    - b. Dialog continued in regard to Kelce faculty involvement with University functions and committees.
    - c. Discussion about the Kelce College buying a chair in the new Fine and Performing Arts building. Faculty would be asked to donate \$10.00 each to purchasing a chair. Eric will lead the campaign to raise the funds.
  - E. Proposed Executive-on-Campus; Chris Willford, Central Montana Resources CFO
    - a. Holly and Dr. Grimes visited with Chris. He will be asked to come to campus as an Executive on Campus. He would visit the Rua Sky box during a football game. He would also meet with President Scott.
  - F. Planning for September AACSB Accreditation Meeting in St. Louis
    - a. Dr. Grimes, all Kelce department Chairs and Dr. Muoghalu will attend this conference.
  
- VII. Updates and Announcements
  - A. Casey – IAEP Update and Board Meeting
    - a. IAEP will have a strategic planning meeting in Kelce room 121. Several people from across the university are invited to the meeting. Lunch is at 11:30 and then discussion will begin.
    - b. Ms. Casey went to her first Kansas City chapter board meeting. There is a shortage of internal auditors. There are members of this board that come to the PSU career fair. We need to try to get more students interested in becoming internal auditors.
  - B. Cortes – On Vacation
  - C. Harris – AACSB Tables
    - a. 15 tables are completed. Dr. Harris handed out different papers regarding the tables to Dr. Grimes, Ms. Casey and Dr. Muoghalu. The tables are nearly finalized. Dr. Grimes will develop summary tables.
    - b. Kelce will be a Beta test site for Digital Measures for new AACSB tables that are based on the new standards.

- D. Muoghalu – Debrief Summer Mini MBA; Upcoming Administrators' Visit
  - a. There is a great write up on the PSU website regarding the 2013 Mini MBA. The Mini MBA hosted 29 students from 11 countries. It was a great success. The attendees said they were very impressed with this year's program.
  - b. Sometime next month we are going to host a group of officials from Nigeria. They are coming here to learn how the university digital records system works.
  
- VIII. Old Business
  
- IX. New Business – A meeting will be held next week Wednesday, August 7<sup>th</sup> at 9:00 am regarding agenda and classroom issues.
  
- X. Adjourn at 3:51 pm.

Dates to Remember:

- A. Fall Opening Faculty Meeting – Thursday, August 15<sup>th</sup>
- B. Opening Week Picnic for Students – Tuesday, August 27<sup>th</sup>
- C. AACSB Meeting in St. Louis – September 22<sup>nd</sup> - 24<sup>th</sup>
- D. Outstanding Alumni Award – Dave Harrison (BBA '92) October 4<sup>th</sup> and 5<sup>th</sup>
- E. Kelce Golf Tournament – October 7<sup>th</sup>
- E. Hospitality Tents – September 21<sup>st</sup> (with A&S; Family Day) and October 5<sup>th</sup> (with COT; Homecoming)
- F. Rua Skybox Host – November 2<sup>nd</sup> – Northwestern Oklahoma Game
- G. AACSB Fifth Year Report Deadline – December 9<sup>th</sup>