



**KLT Meeting Minutes**

Kelce Leadership Team Meeting  
9:00 a.m. August 7, 2013

**Present:** Ms. Becky Casey, Dr. Dean Cortes, Dr. Paul Grimes, Dr. Eric Harris **Absent:** Dr. Michael Muoghalu (vacation)

- I. Personnel Directory Issues
  - a. Photos of Kelce custodians will be added and Melvin Rousch's photo will be removed since he has announced his resignation. Discussion of how to arrange and edit the directory continued.
  
- II. Build Agenda for Opening Kelce Faculty Meeting
  - a. Discussion about attending New Faculty Orientation meetings.
  - b. Discussion about what the agenda for the Kelce opening meeting on Thursday August 15th should contain. Holly Kent, Brett Dalton, Suzanne Hurt, Kylie Edgecomb and Chris Fleury will be asked to give updates in their areas. Choong Lee will also be asked to speak about the Fulbright Scholar who is coming to visit.
  - c. The Common Body of Knowledge designation will be changed to "Kelce Core".
  - d. AACSB and Digital Measures will be discussed at the opening meeting. Faculty will be alerted that some of the meetings they serve on will be asked to meet with the AACSB team. Faculty should be prepared to answer questions from the AACSB team regarding their respective committees.
  - e. Dr. Grimes would like to have a "documents page" added to the Kelce website. Discussion continued on what documents would be on that webpage. Department promotion and tenure policies need to be added to the website also.
  - f. The process of being designated as Emeritus status was discussed.
  - g. Other topics for discussion for the opening meeting will be Qualtrics and the Outstanding Alumni visit.
  - h. Dr. Grimes will make a draft of the opening meeting agenda and send it out to the Dept. Chairs before the meeting.
  
- III. Classroom Assignment Plan
  - a. Becky Casey developed an Excel spreadsheet for departmental use of classrooms in Kelce. This will aid with the most efficient use of classroom space which is an ongoing issue in Kelce. Discussion continued regarding room usage. Changes to room usage were discussed.
  - b. Dr. Grimes mentioned that we do have the opportunity to use other classrooms that are available in other colleges.
  - c. It was decided that there will be another meeting once the spring 2014 schedules are developed and room usage can be discussed again at that time.

- IV. AACSB
  - a. Dr. Grimes wants to send the AOL report to Ron Berry today. Dr. Harris has some final touches to put in the report and will get it to Dr. Grimes at the end of the day. Discussion continued on what to include in the report.
  - b. The Curriculum Committee needs to be involved in the follow-up.
  - c. A Strategic Planning Committee will be arranged soon on behalf of the KLT.
  - d. The Fifth Year Maintenance Review term for AACSB has been changed to CIR (Continuous Improvement Review). Many other AACSB terms have also changed to be more descriptive.
  - e. One of the differences between the old and new format of the AACSB report is Executive Summary. We need to include the programmatic issues here. Rankings, research, community involvement are a few things that should be included.
  - f. The next KLT meeting will be held August 21<sup>st</sup> at 1:00 pm. Bullet points for the report need to be submitted for discussion at this meeting.
  
- V. Updates and Announcements
  - A. Casey – No updates
  - B. Cortes
    - a. One of the students who went on Study Abroad to Taiwan told Dean what a wonderful trip it was.
    - b. Dr. Cortes will work on coordinating the Outstanding Alumni visit
  - C. Harris
    - a. Eric would like recognition of adjunct instructors. Criteria of recognition were discussed as well as what type of award would be presented to them. It was decided that a college wide reception would be held in the fall semester sometime in October in the evening. Criteria will be developed on who will be recognized.
    - b. Changing the day of the awards banquet was discussed. The banquet has traditionally been held on a Monday but having it on a Friday would be more accommodating to those who come from out of town.
  - D. Muoghalu – Absent
  
- VI. Old Business
  
- VII. New Business
  
- VIII. Adjourn – Meeting adjourned 10:48 a.m.

**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>