

MINUTES

Kelce Leadership Team Meeting
1:00 p.m. October 23, 2013

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

- I. AACSB
 - a. De-brief on Ron Berry's Pre-Visit / New Team Member
 1. Discussed the new team member appointed to the visitation team (Ahmad Tootoonchi) to replace Deb Kerby who will not be able to participate due to health issues.
 2. Discussed Dr. Berry's visit on 10/17/13:
 - i. Faculty qualification determinations. Dr. Grimes will clarify in the report.
 - ii. Need to work on benchmarking.
 - iii. Dr. Berry questioned whether KBOA are assessing students.
 - iv. Evidence room. Need a notebook of AOL examples.
 - v. SPC meeting with Dr. Berry. He asked if the SPC is setting priorities for the college as well as financial priorities. Most distinctive trait for the college (embedded in Mission?).
 - vi. Institutional effectiveness.
 - vii. 93% placement rate of Kelce graduates.
 - b. Status Update on CIR Report
 1. Still need to write the impact and faculty qualifications sections.
 2. Need to include SPTe information in the CIR report (Dr. Harris).
 - c. Required Tables – need these tables ASAP.
 1. Tables should be set up in standard format and then edit the lines out. Should be organized by BBA major not department.
 2. Yearly table should be sufficient instead of by semester.
 - d. Documentation Requested
 1. Visitation team does not want to see meeting minutes. They would like to see course syllabi, faculty resumes, last maintenance report, AOL, documents to show how things progress through system, strategic planning, current program guides, unclassified personnel handbook, union contract, one page faculty profile on each faculty member (how they are classified and why), last several major scholastic outputs.
 - e. Faculty Preparation Meetings
 1. Dr. Grimes would like to set up meetings with AOL and SPC. Then will set up general faculty meeting right before the Thanksgiving break.
 2. Might schedule a meeting with junior faculty first and then meet with all faculty. KLT are asked to send names of faculty who were not here 5 years ago and Dr. Grimes will meet with them before the visit.
 3. Need to cover Promotion and Tenure guidelines.
 - f. Schedule for On-campus Visit – Dr. Berry will send Dr. Grimes a sample agenda for on-campus visit.
 1. Team does not want a large meeting of KLT and the President.
 2. Would like to have a team only dinner on Sunday evening; with a reception on Sunday evening with KLT and KBOA. Reception will be held at Dr. Grimes' home on Sunday evening. Lunch would be similar to what we did last time. On Monday they want a dinner that is just the visitation team. The team will begin working on the report on Monday evening.

- II. Summer Staffing Requests Due Next Week (10/31/13 due to Provost)
- III. Miscellaneous
 - a. Course Fee Issues
 - 1. PSU is working on a policy on how to organize course fee guidelines.
 - 2. Because PSU does not have a course fee policy in place, for now we will need to put off the Microsoft certification licensure in Kelce.
 - b. Career Fair – Thursday 10/24
 - 1. State legislators will be on campus tomorrow. Dr. Grimes will need to participate in that and the lunch with the legislators. Ms. Casey will go to the lunch in place of Dr. Grimes.
 - c. IE – Doug Hall Visit 10/31
 - 1. Visit is intended to assist in recruiting students for spring IE classes.
- IV. The Dean’s Off-Campus Schedule
 - a. KU Trip this Friday – 10/25
 - b. Development trip to Nebraska – need PLC coverage for 10/29 – Dr. Harris
 - c. AACSB visit to SFAU – need PLC coverage for 11/12 – Ms. Casey
- V. Updates and Announcements
 - A. Casey – ACIS
 - 1. There is a meeting on Friday at KTC with Johnson County Community College regarding a completion program through the COB. ACIS is invited to the meeting.
 - B. Cortes – ECON-FIN
 - 1. Yesterday’s Regional Outlook Conference was covered in the newspaper today and on the news last night.
 - 2. Dr. Cortes is going to the KU Economic Conference on Thursday. He will return to PSU next Monday.
 - C. Harris – MGMKT – nothing to report
 - D. Muoghalu – MBA – nothing to report
- VI. Old Business – none
- VII. New Business – none
- VIII. Adjourn – 2:25 p.m.

Dates to Remember:

- A. Rua Skybox Host – November 2nd – Northwestern Oklahoma Game (2:00 p.m.)
- B. Executive in Residence – Chris Williford – November 14th – 16th
- C. AACSB Fifth Year Report Deadline – December 9th
- D. AACSB Reaffirmation Visit – February 9th through 11th