

**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. January 26, 2015

Present: Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Dr. Lynn Murray, Dr. Peter Rosen  
Guest: Mr. Gregor Kalan (University Marketing & Communications)

- I. PLC Debrief
  1. Rollover of accounts from tuition dollars
    - OOE and student fee funds – these funds will carry over to the next fiscal year. Units will be required to spend previous year funds before current year funds.
    - Need to decide if at department level or college level. Choices are to put all unspent funds from previous fiscal year into a general pool that would be held at the Dean’s level (preferred by Budget Office), or to have accounts roll over into department level accounts that would be managed by those departments. Discussion on the two choices. Preference is to let departments control their own accounts. Dr. Grimes will report this to the Provost.
  2. Concealed Carry Task Force – need names for “pros” and “cons” representatives
    - Concealed carry task force will be formed at PSU. Need to have faculty reps from both the pro and con sides. KLT will submit names to Dr. Grimes this week, so that he can submit them to the President/Provost.
  3. Faculty Credentials – HLC Tested Experience criteria
    - Need department chair to serve on task force to craft guidelines/process. A policy statement will be drafted for the entire university for HLC documentation. Dr. Bracker volunteered to be the rep for this committee.
  4. Encourage all to attend Thursday’s university-wide convocation
    - Faculty and staff are all encouraged to attend the university-wide convocation on 1/28 at the Bicknell Center.
  5. Zero Textbook Cost (ZTC) course code – to be implemented in fall 2016; see handout and encourage faculty to use. This new course code will show up on the schedule of classes to let students know that there is no textbook required for the course. Dr. Grimes distributed a handout outlining the ZTC. Faculty need to be advised of this new designation for courses. Code will be implemented beginning in the fall 2016 semester.
- II. Faculty Qualifications for AACSB Accreditation
  1. Complete form as part of annual performance appraisal process for each faculty member. Should be kept on file in each department for AACSB records. Form was distributed to KLT to assist in this process. Qualifications cover the last five year window. Form will be due to the Dean by March 1.
  2. Enter data into DM Activity Insight – check for missing years and complete
    - Dr. Grimes demonstrated how data needs to be input in DM by the departmental chairs. Chairs were asked to review the last couple years to make sure data has been entered for each faculty member. All teaching faculty are to be included (adjunct, continuing non-TE, and TE faculty).
    - Chairs were asked to provide a list of adjuncts who have taught since WF 2013. Chairs should send info to Dr. Sha and an account will be created for each person who has taught a class in the last five years. Due by February 1. All accounts will be enabled for anyone who taught in the last five years.

III. Building

1. Number and format of classrooms needed for future expansion
  - a. Chairs had been asked to review classroom usage over the last several semesters. Discussion followed on data that was distributed before the meeting on classroom usage.
2. Recommendation for tomorrow's meeting with architects - discussion
  - a. It is very clear that at no time during the day are all of Kelce classrooms being used by the college. Faculty preferences may be driving this issue.
  - b. 224 classroom is being under-utilized – some larger classes are in session while smaller classes use this room.
  - c. Questions: How many rooms do we need, and what size do the classrooms need to be?
    - i. Discussion-
      1. Do we need more than 10 rooms? Discussed needing a mix of different size rooms.
        - a. Dr. Grimes showed KLT his suggestion. 2 seminar rooms (20 cap), 2 small rooms (40), 6 medium rooms (65), 2 large rooms (85-100) and 1 auditorium (200). Total capacity of nearly 1000.
        - b. Different configurations would be needed for most rooms, i.e.: rooms configured for IS classes.

IV. Miscellaneous

1. Summer budgets due next week
  - a. Discussion on whether there will be a chair available at all times during the summer since Dr. Murray and Dr. Bracker are considered 9 month employees. One administrator needs to be in the building at all times in the summer. It was decided that KLT will communicate with each other before being gone.
  - b. Summer work hours – PSU will have an announcement soon, probably very similar to last summer's work hours.
2. New program landing pages for web – Gregor's presentation of format and input sought
  - a. Project is currently focusing on the academic programs (what prospective students are interested in). Reviewed current project for new web pages. Will be asking departments for assistance in creating each program's web page. Search engine is very important.
  - b. Timeline for copy from chairs to Gregor is by spring break. Gregor will send e-mail to each Chair/Director with links to submit pages.

V. Updates and Announcements

1. Cortes – met with the Graduate office to discuss the proposed on-line MBA program. Discovered that the program cannot be promoted until certain processes occur. There are several processes that have to be taken care of before advertising the program. Working on web page changes for MBA program.
2. Bracker – distributed a flyer for Insurance Career Night; job search is on-going.
3. Murray – Dr. S. Lee has applied for Chinese Institute that occurs in June – may need to adjust the SU schedule because he will be out.
4. Rosen – working on UG curriculum review and master's program MPAcc implementation.

VI. Old Business - none

VII. New Business - none

VIII. Adjourn – 4:30 pm

**Dates to Remember:**

1. Spring Break, No Classes – March 14 through March 18
2. Junior Jungle Day – Saturday, April 2
3. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – Friday, March 25
4. Kelce Student Awards Ceremony – Friday, April 15
5. Finals Week – May 2 through May 6
6. Kelce College Commencement – Saturday, May 7