

**MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. February 9, 2015

**Present:** Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Ms. Suzanne Hurt (ex-officio until bylaws are re-written), Dr. Lynn Murray, Dr. Peter Rosen.

- I. PLC Update
  1. Incomplete grade policy to be operationalized
    - a. PSU's incomplete grade policy will be cleaned up and will not allow students to graduate if they have incomplete grades on their transcripts.
    - b. A copy of the proposed policy for UG and Grad students was distributed to KLT and discussed.
  2. Terminal degree form – to satisfy HLC and update unclassified handbook
    - a. Discussed the proposed terminal degree form for to be used for HLC purposes. Terminal degrees are currently listed in the Unclassified Handbook. KCOB will coordinate their submission of this form to be consistent with in the college.
  3. President Scott's annual evaluation – items to include?
    - a. Dr. Scott's evaluation by the KBOR will be conducted this spring. Every college is asked to submit items to be included with Dr. Scott's yearly accomplishments when he makes his presentation to the Board.
  4. Faculty Goal setting process – KNEA inquiry about more "structure"
    - a. The Provost has asked that the Chairs be polled with regard to faculty Goal Setting. Question is if we are following the contract as far as setting departmental goals in December.
    - b. Dr. Grimes will let Dr. Olson know how this is handled in the College. Goals will need to be revised each year to reflect the new University Strategic Plan. The Strategic Plan for the college will be taken into account when setting goals for the year for the college and for individual faculty within the college.
- II. AACSB – e-mails from AACSB
  1. Need to prepare application for reaffirmation
    - a. Dr. Grimes will review the last application and update.
  2. Complete form – need to identify peer schools
    - a. KLT will need to work together to review and identify peer/comparable/aspirant schools. KLT members will review the lists and bring updates to the next KLT meeting.
- III. Miscellaneous
  1. Posting of GA positions and student applications
    - a. GA positions need to be posted for next academic year. Departmental staff need to know what to tell potential graduate assistants.
  2. New nominees for KBOA membership – John Ison and Jeff Beasley
    - a. Discussed names for new nominees to the Kelce Board of Advisors. Board will be voting on these new memberships before the next meeting.
  2. Calendar items to track engagement activities – create form or web-based entry
    - a. Engagement activities within the college need to be listed on our college calendar on-line. Form will need to be created to have organizations/departments complete if they have a visitor, and then will be able to post directly on-line.

3. Set up classroom as demonstration model?
  - a. Dr. Grimes made a suggestion that one of the current classrooms be set up as a demonstration model for faculty. Discussed which classroom to use as a model. There may be other rooms available on campus to be a model. Dr. Grimes will talk to the other Academic Deans to see if they have any of these types of classrooms.

IV. Updates and Announcements

1. Cortes –
2. Bracker – an offer of employment has been offered to one of the Econ candidates; working on getting a contract.
3. Murray – Uniontown Career Day – March 24 – need a representative from the college
4. Rosen –
5. Hurt -

V. Old Business

VI. New Business

VII. Adjourn – the meeting adjourned at 3:40

**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