



**Minutes**

Kelce Leadership Team Meeting

2:30 p.m. November 1, 2016

**Present:** Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Ms. Suzanne Hurt, Dr. Lynn Murray, Dr. Pete Rosen.

**Guests Present:** Dr. Howard Smith

- I. **Enrollment Management and Student Success (EMSS) Update:** Associate VP Dr. Howard Smith
  - a. Dr. Smith explained that he is following up on developmental programs that he discussed with colleges and departments this summer.
    - i. He would still like names of students to interview on KRPS. His office is keeping track of all of the information/topics that students discuss in their interviews, and interviews are archived on the KRPS web page, college web pages, high schools, etc.
    - ii. Currently working on an alumni recruiter group. Names should be submitted to Dr. Smith.
    - iii. There is a new initiative in the works on contacting prospective students. Profile data to be customized by department – will have a mock up ready to review soon.
  - b. Questions/comments/other:
    - i. International office: Dr. Smith will be meeting with the International office soon to provide them with information on a recent visit by a review committee and their recommendations.
    - ii. Master spreadsheet has been created of all international students who have attended PSU. Dr. Smith will share this data with anyone who would like to review it.
    - iii. Recruiting: effective recruiting materials for prospective students and parents. Will there be a university-wide format available? Dr. Smith explained that he will be meeting with University Marketing on a PSU “To-Go” package to give out to visitors and at events. Send ideas for recruiting materials to Dr. Smith.
- II. **PLC Update**
  - a. OIS Presentation on “App Store” to replace labs; still looking for trip volunteers to visit Rolla campus
    - i. Anyone interested in participating in the trip to Rolla to review their App Store, should contact OIS. Chairs are encouraged to attend.
  - b. KBOR – campus climate issues at sister institutions; “closed” Presidential searches at K-State and KU
  - c. Budget Concerns; “stall out” major expenditures including those from tech fees; prioritize hires
    - i. Provost stated that we need to be strategic for any planned major expenditures at this point including those from tech fees in anticipation of a budget reduction.
    - ii. All hires need to be prioritized.
  - d. General Education update; committee meeting with consultant and President’s Council; focus groups
    - i. Committee is still meeting with the consultant and President’s Council.
    - ii. Will be conducting focus groups in the near future.
- III. **Miscellaneous**
  - a. First pass at summer schedule and budgets
    - i. Summer proposals for staffing are due.
  - b. KNEA Contract Refresher Session; date set as Tuesday after commencement (12/20); chair volunteers
  - c. Reading Book; *The Undergraduate Experience*
    - i. PLC has been reviewing this book; Dr. Grimes led the discussion today and distributed his notes from Chapter 6.
  - d. *Poverty, Inc.* showing at the Bicknell Center; Thursday, November 3; panelist to discuss film
    - i. Departments are encouraged to send classes to attend the documentary. Dr. Grimes is going to offer extra credit to his class for attending.
  - d. Rumble in the Jungle; review plans in place
    - i. Discussed plans for Rumble on Saturday.

**IV. Strategic Planning Process**

- a. Kelce College Strategic Plan to align with Academic Affairs priorities
- b. Department plans to align with Kelce College Strategic Plan
- c. Review M&M and EF&B drafts – attached drafts to agenda for review by KLT. Discussion followed on both drafts. Give suggestions for editing or corrections to Department Chair.

**V. Unit Updates**

- a. AAC – Hurt
  - i. 8 students will be leaving to go to Rogers for a partnership summit (Enactus). Includes corporate sponsors for Enactus. Branding is one of the main topics to be covered.
  - ii. Advising for the spring 2017 semester is underway.
- b. ACIS – Rosen
  - i. Accounting faculty position – decision was made to not make an offer to the candidate who visited campus last week.
    1. Discussed potential plan to hire someone for this position.
    2. Need to act quickly in order to hire for this position, especially if there are cuts to the budget.
- c. EF&B – Bracker
  - i. Department met with the Provost yesterday.
    1. First part of their meeting was spent discussing recruitment, retention, admission, etc.
    2. They reported that enrollment has increased in both Economics and Finance majors.
    3. Discussed on-line courses (e-learning academy) vs. face-to-face courses.
- d. MBA – Cortes
  - i. MBA advising is ongoing. Early enrollment begins this coming Sunday.
  - ii. Will be out Nov. 5-8 at an AACSB Conference.
  - iii. MBAA has been busy with company site visits; bake sale; graduate program showcase next week.
  - iv. Discussed graduate program admission issues – senior/graduate status.
- e. MGMKT – Murray
  - i. Dr. Fischer’s temporary replacement (Jessica Russian), while he is out on sick leave, has been appointed. She will cover his classes upon Dr. Fischer’s departure through the end of the fall semester.
  - ii. Discussed first draft of the Business Communication course description. Additional recommendations for changes to description should be sent to Dr. Murray.

**VI. New Business**

**VII. Old Business**

**VIII. Adjourn – 4:05 PM**

**Dates to Remember:**

1. Rumble in the Jungle Senior Saturday #2 – November 5
2. Early Enrollment for Spring – November 6 through 11
3. Thanksgiving Break, No Classes – November 23 through 25
4. Finals Week, December 12 through 16
5. Kelce Holiday Party, December 12
6. Commencement, December 16
7. Fall Semester Grades Due, December 19
8. Contract Refresher Session for Chairs, December 20
9. Kelce Dean/Chairs/Faculty Meetings with the President and Provost March 10, 2017

