

**Kelce Opening Faculty Meeting Minutes**  
**August 22, 2008**  
**Kelce 112**  
**9:30 -11:30**

**Present:** Ms. Rebecca Casey, Dr. Jack Fay, Dr. Khanti Herath, Dr. David O'Bryan, Ms. Mary Polfer, Dr. Melvin Roush, Dr. Kailash Chandra, Mr. Warren Deatherage, Dr. Felix Dreher, Dr. Jim Harris, Dr. Wei Sha, Dr. Kevin Bracker, Dr. Dean Cortes, Dr. Chuck Fischer, Ms. June Freund, Dr. Anil Lal, Mr. Michael McKinnis, Dr. Michael Muoghalu, Dr. Mujtaba Ahsan, Dr. Don Baack, Dr. Thomas Box, Dr. Henry Crouch, Dr. Linden Dalecki, Dr. Art Fischer, Dr. Chris Fogliasso, Dr. Eric Harris, Ms. Kristen Maceli, Dr. David McLane, Dr. Lynn Murray, Ms. Paula Palmer, Ms. Shipra Paul, Dr. Jay van Wyk, Ms. Mary Wachter, Ms. Robyn Hess, Dr. Richard Dearth.

**Absent:** Dr. Rebekah Heath, Dr. Maeve Cummings, Mr. Dwight Strong, Dr. Connie Shum, Dr. Choong Lee.

- **Welcome – Richard Dearth, Interim Dean**
  - **Dr. Dearth welcomed Kelce faculty back to the fall semester.**
- **Introduction of new faculty**
  - **Dr. Harris - Chair, Department of Management and Marketing introduced Dr. Linden Dalecki, new Assistant Professor of Marketing.**
  - **Mrs. Casey - Interim Chair, Department of Accounting introduced Dr. Kanthi Herath, new Assistant Professor of Accounting, and Ms. Mary Polfer, new full-time Instructor of Accounting.**
  - **Dr. Cortes - Chair, Department of Economics, Finance and Banking introduced Mr. Michael McGinnis, new full-time Instructor of Economics.**
- **Angel and New Classroom Equipment Update - Dee Lankford, Instructional Support Consultant for the College of Business and Education presented informational updates about the new Angel upgrade 7.2. Course mail has been completed revamped using “Ajax” and works much quicker. Angel courses will probably be available on-line for 3 years. Html Editor and Assessments Tools have been added into the new version of Angel. There have been several technology items added to the classrooms – recessed electrical projector screens have been put into Kelce 224, 210 and 215, rooms 203 and 208 have had enhanced audio systems added, a symposium has been installed in 224, new DVD/VCR players are now located in the Kelce computer labs, and Senteo Interactive Response Systems are available for classroom use.**
- **Advising Update – Robyn Hess, Academic Advisor for the College of Business updated faculty on advising issues. Advising has gone very smoothly so far for the fall semester.**
- **Fund Raising Update – Blake Bard, Major Gifts Officer for the College of Business gave an update on PSU Foundation issues. He distributed a list of updates from the Office of University Development. There was discussion on the proposed College of Business building and fundraising and promotional materials for that project.**

- **Dr. Dearth distributed copies of the wallet sized mission, vision and code of ethics for the College of Business.**
- **Kelce Committee Selection and Changes in Kelce Rules of Organization**
  - **Kelce College of Business Standing Committees outline was distributed to all faculty. Departments are asked to discuss committees at their departmental meetings.**
    - **Admissions and Reinstatement Committee: There was discussion about renaming this committee to the Reinstatement Committee. Dr. O'Bryan and Dr. Box made motions and faculty approved changing the name to Reinstatement Committee.**
    - **Continuous Improvement of Instruction Committee was disbanded with Dr. Box making the motion, and 2nded by Dr. Crouch with full faculty approval.**
    - **Technology Committee will remain active.**
    - **Fundraising Committee was voted on to be disbanded with full faculty approval.**
    - **Placement Committee was voted on to be disbanded with full faculty approval.**
    - **Dr. Box discussed goals of the Assessment Committee for this year. It is important to establish a complete loop from start to finish.**
  - **Ad Hoc Committee Appointments. Dr. Dearth will be appointing faculty to the following ad hoc committees:**
    - **Business Education Ad Hoc Committee – Ms. Freund and Ms. Maceli will be appointed to this committee initially. Other faculty are encouraged to volunteer for this committee.**
    - **Writing Improvement and Assessment Ad Hoc Committee – the English Department (Don Judd) may be assisting with this task in existing lower level courses.**
    - **Journey Through the Jungle Ad Hoc Committee – Dr. Murray will be heading this committee which will focus on planned career development and professional development for students. This will be a certification for students that will show up on their transcripts.**
    - **Homecoming Ad Hoc Committee – Dr. Murray will be heading this committee as well. The College of Business will have a tent set up at Homecoming.**
    - **Volunteers are asked for all of these ad hoc committees.**
- **Kelce Student Organization Sponsors. A list of current Kelce Student Organizations was distributed and discussed. It is very important to get a list of the President's of each of the Kelce organizations very soon, so that they can meet with Dr. Dearth.**
- **Faculty Office Hours. Faculty are required to have 10 office hours per semester posted.**
- **Fall Enrollment Numbers were distributed. Enrollment #'s have risen for the fall.**
- **Alcohol & Drug Abuse Policy was distributed.**
- **Youngman Grant Reports are due by October 31.**

- **Kelce Grade Appeal Policy** was distributed. Each department must adopt their own grade appeal policy. Dr. Box moved to adopt the policy, with Dr. Ahsan 2nding – motion passed unanimously.
- **Program Review Update.** Expect to get the final analysis at any time from the committee. Preliminary information has been received, however additional information has been submitted and we will receive results as soon as the committee meets again.
- **Political Campaigning on State Property** is forbidden.
- **Private Use of State Equipment and E-mail.** A policy will take effect within the next few months for all state employees.
- **Pre-employment Screening of New Employees.** After September 1, any employee including adjunct faculty, GA's and some student employees who will be employed for at least six months after September 1, 2008 must have a background check performed. These will be performed by the EEO Office, with results and a final decision on employment coming from the Provost.
- **Gorilla Mail** changes have been made by OIS.
- **Brandenburg Lecture Series** should be revived this semester. Some College of Business alumni may be invited to present at this series.
- **Records Retention, Destruction and Security Policies.** This is a new policy for PSU and will be distributed to faculty when it has been finalized. The first step in the process will be to look at paper records which have been retained and decide whether or not to keep the secured records. If the documents need to be retained then they should be placed in a locked cabinet. If they are not to be kept, then the records should be shredded appropriately.
- **Copyrights Concerns.** There is a university committee looking at this issue in regards to copy right infringements. Most of the concern at this point is information that is posted on Angel that is copyrighted. Faculty were asked to be cautious about what is posted for their courses. Mr. Bob Walter, Dean of Library Services, can answer questions that faculty might have on this issue.
- **University Strategic Plan 2007 -2012.**
- **Promotion and Tenure Eligibility.**
- **Mini MBA –** Dr. Box announced that the program will be introduced as a revenue generator. 10 courses have been identified. First meeting will be next Wednesday to set the foundation for this program.
- **New College Brochures** will hopefully be ready to be produced in the near future. Promotional materials will be updated as we can.
- **Display Cases and Kelce Center Improvements.** Improvements have been made throughout the building, and departments each have their own display cases now. Next summer new windows and doors are to be installed. Some of the roof areas on the building will be replaced, new condenser units will be installed, and all bathrooms will be updated.
- **AACSB Issues.** Initial submissions to AACSB were completed via the computer each of the last five years. Annual narrative report (3 pages long) have also been submitted over the past five years. The Fifth Year Maintenance Report was distributed for faculty to review. Additionally, the report that was completed by Dr. Harris this summer will be submitted, as well as faculty vita, syllabi from the last

two semesters, etc. The team will be in Pittsburg on Sunday, October 4 and will have a dinner at the Alumni Center with the President, VP's, Chairs and Dean. On Monday, October 5, the team will be on campus and will use room 121 as a document room. There will be a lunch at noon in the Student Center with the team, senior faculty, junior faculty and instructors and adjuncts at 3 separate tables to have discussions with the team members. The Team will also want to visit with the current Assessment Committee and past Assessment Committee members. There will be a working dinner with the team and chairs that evening. The team prepares their recommendation report before they depart on Tuesday morning. The AACSB office in Tampa makes the final decision.

- Another faculty meeting will be scheduled before the team visit which will be mandatory for all faculty to attend.

The meeting adjourned at 11:30 a.m.

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Richard C. Dearth, Interim Dean