

**Pittsburg State University**  
**Kelce College of Business**  
**W/F 2011 Faculty Meeting Minutes**  
**August 18, 2011**  
**Room 121 Kelce Center**

**Present: ACIS:** Ms. Becky Casey, Dr. Maeve Cummings, Dr. Jack Fay, Dr. Jim Harris, Dr. Becky Heath, Mr. David Newcomb, Dr. David O'Bryan, Ms. Mary Polfer, Ms. Mary Scimeca, Dr. Wei Sha, Mr. Dwight Strong, Ms. Gail Yarick; **ECON:** Dr. Kevin Bracker, Dr. Din Cortes, Dr. Chuck Fischer, Ms. June Freund, Dr. Anil Lal, Mr. Mike McKinnis, Dr. Mike Muoghalu, Ms. Irene Robinson, Dr. Connie Shum; **MGMKT:** Dr. Mujtaba Ahsan, Dr. Don Baack, Dr. Thomas Box, Dr. Linden Dalecki, Dr. Chris Fogliasso, Dr. Eric Harris, Dr. Choong Lee, Dr. Sang Lee, Dr. Kristen Maceli, Dr. Dave McLane, Dr. Lynn Murray, Ms. Paula Palmer, Ms. Shipra Paul, Dr. Jay van Wyk, Ms. Mary Wachter; **INST/TECH SUPPORT:** Ms. Mandy Aubert, Mr. Chris Fleury; **DEAN/ACAD ADV:** Ms. Robyn Hess, Dr. Paul Grimes, Ms. Mimi Morrison; **CAMPUS GUESTS:** Ms. Holly Kent, Ms. Cassie Mathes

**Absent:** Dr. Kailash Chandra (excused), Dr. Melvin Roush (excused), Dr. Ken Smith (sabbatical)

**1. Welcome-** Dean Grimes

- a. Dr. Grimes welcomed faculty and staff to the semester and the Kelce opening meeting
- b. Expectations –
  - a. Dr. Grimes will maintain an open door policy and is happy to talk to faculty any time
  - b. He is planning to meet with each faculty member individually to understand what the College is doing right and what can be done to improve

**2. Introductions and Changes in Status:**

- a. Dr. Ahsan – Tenured
- b. New Educational Technology Consultant – Ms. Mandy Aubert
- c. New College of Business Major Gift Officer – Ms. Holly Kent

**3. Updates:**

- a. Update on International Mini-MBA Program - Dr. Box and Dr. Muoghalu
  - a. The Summer 2011 International Mini-MBA program concluded at the end of July
  - b. Dr. Muoghalu reported that the summer 2011 program was very successful
    1. 17 people participated this year
    2. There are approximately 20 people waiting to participate in the program next summer.
    3. Feedback from program participants on faculty was excellent.
    4. 3 of the 17 students are now MBA students beginning this semester.
  - c. Dr. Box discussed expanding the program and working on a better accounting system.
- b. Update on Assessment – Dr. Box and Dr. E. Harris
  - a. Dr. Box and Dr. Harris reported that an Assessment Committee meeting will be scheduled in the very near future. LiveText will be discussed.
- c. Update on Jungle Journey – Dr. Murray
  - a. Dr. Murray talked about this co-curricular program which is now also a Board of Regents requirement.
  - b. Jungle Journeys participated in all Pitt Cares sessions during the summer in order to market to freshmen and sophomores.
  - c. An information table on Jungle Journeys will be set up at the Career Expo on Sept. 20.
  - d. Jason White has been hired as the new Jungle Journeys graduate assistant.

- e. Jungle Journeys web page will be updated soon, and a module for Freshman Experience classes will be created.
- d. Update on Educational Technology – Ms. Mandy Aubert
  - a. Classrooms are ready to go for the semester.
  - b. 208 and 210 classrooms AV equipment has been upgraded to match the technology in room 203.
  - c. New Learning Management Systems – 2 companies will be providing information to PSU to replace ANGEL. Sandbox accounts can be set up by e-mailing Mandy.
- e. Update from Senior Technical Support Consultant – Mr. Chris Fleury
  - a. Classroom computers now all have Windows 7
  - b. Chris asked faculty to make sure they have all software downloaded to classroom computers that is required for their classes.
- f. Update from College of Business Major Gift Officer – Ms. Holly Kent
  - a. New Pathway Scholarship campaign will kick off this Sunday - \$12 million campaign with \$2.5 million allotted to the COB.
- g. Update from Coordinator of Academic Advising – Ms. Robyn Hess
  - a. Discussed on-going enrollment which seems to be rising.
  - b. CBK has been updated and is posted on the wall outside her office. Copies are available for advisors if needed.
  - c. Reminded advisors to review the prepared academic plan before they advise.
  - d. WTL agreement form is available in Academic Advising.
- h. Update on SIFE – Ms. Robyn Hess
  - a. PSU SIFE competed at Nationals in the spring and did not place.
  - b. SIFE will continue community based projects and will work on new projects.
  - c. Upcoming events – 5K Run on Sept 10, value card fund raiser, SIFE week as a recruitment event will take place in each college on campus (9/12-16).
  - d. SIFE members are willing to talk to classes any time.
- i. Update on France Study Abroad Program – Dr. Dalecki
  - a. Dr. Dalecki gave an update on the LaRoche Summer Program.
    - 1. 3 students participated this year, with 9 days in the classroom and 6 days on tours/visits.
    - 2. Will be promoting the program for next year.
- j. Update on India Certificate Program – Dr. Ahsan and Dr. van Wyk
  - a. Program will be led by Dr. van Wyk to offer certificate programs in India.
  - b. Contract was recently signed so the program will be beginning hopefully in December.
- k. Update on Journal of Managerial Issues – Dr. Cortes
  - a. Dr. Cortes stated that the journal is in its 23<sup>rd</sup> year.
  - b. It is a top level tier one journal with many subscribers, authors and reviewers.
  - c. In house reviewers are always needed. Submissions come mostly from the management area.
  - d. JMI is now a member of J-STOR – all past issues from 1989-2007 are available.
  - e. Dr. Grimes will be the editor in chief for the American Economist (ODE). First issue under his editorship will be coming out this fall.
- l. Update on ACIS-Computer Science program – Ms. Casey
  - a. CS degree is phasing out – existing students must complete their degrees by AY 2013.
  - b. CIS program is running well.
- m. Update on University Marketing and Communications – Ms. Cassie Mathes

- a. Ms. Mathes is looking for stories that need to to promote the College of Business and its programs. Her goal is to have at least one story from the COB each week. Faculty are asked to contact her with information/stories.
- b. She is also working on PSU social media and improving the PSU web site.
- n. Miscellaneous Updates – Dean Grimes
  - a. Faculty In-service Day – Maybe during Fall Break – Offer opportunities to faculty regarding teaching, learning and technology
    - 1. This may coincide with Opportunities in Business Day
  - b. Use of updated videos / purchase stock ticker
    - 1. Faculty are asked to try to use up-to-date videos in the classroom. These can be purchased with Student Technology funds after being approved by the Kelce Student Leadership Council.
    - 2. Student board has also asked about purchasing a stock ticker for the building.
      - a. The college might be able to get a donation for this type of item

#### 4. Discussion Items

- a. Discussion of AACSB Issues- Dr. E. Harris
  - a. Discussion of Coordination of AACSB issues
    - 1. Making sure we're updated on various tables that have to be completed for AACSB each year – pertain to AQ/PQ, etc. Updated resumes are critical.
  - b. Submission of Accreditation Letter – Business Maintenance Review Application was submitted on July 1 – required 2 years before visit
  - c. Annual Business School Questionnaire was completed in the spring
  - d. Working with Assessment Committee/LiveText results and will make recommendations to departmental curriculum committees on those issues
  - e. Discussed digitalmeasures.com – activity insight software
- b. Budget Issues/Travel – Dean Grimes
  - a. Faculty will be allotted \$600 for the year for attending a professional program or presenting a paper from Dean's Office funding. Department Chairs will approve each individual faculty member for these funds based on the criteria set for to receive these funds.
- c. College Committee Appointments – Dean Grimes
  - a. Committee appointments will made at the departmental level

#### 5. Reminders: Dean Grimes

- a. Faculty Office Hours – faculty are required to post 10 office hours per week
- b. Alcohol & Drug Abuse Policy
- c. Inclement Weather Policy
- d. Emergency Shelters – copies will be distributed to each department
- e. Smoking Policy
- f. Youngman Grant Reports are due by October 31
- g. Angel – It is desired that all courses use an Angel shell which will include the syllabus for the course to limit the use of printed materials and it is suggested that the Angel shell include the use of a grade book as well as be used for communications.
  - a. Canvas: Tuesday and Wednesday, September 20 and 21
  - b. Edvance360: Tuesday & Wednesday, September 27 and 28
- h. Faculty Vitae - due September 2

- i. Course Syllabi – due end of first week of classes
- j. Publications – hard copy to Dean’s office (complete journal or complete article)

**6. Faculty Concerns/Questions**

**7. Upcoming events:**

- a. Classes Begin – August 22
- b. MBA Experience – August 26-27
- c. Labor Day – September 5
- d. Undergraduate Research Faculty Panel – Workshop September 8
- e. Rumble in the Jungle I – September 10
- f. Meet the Firms Day – September 12
- g. Spring 2012 Class Schedule due September 21
- h. Career Expo – September 20
- i. Arrowhead Classic – October 1
- j. 2nd Annual College of Business Golf Tournament – October 3
- k. Spring Schedule available on line - October 7
- l. Mid-semester grades due by noon – October 17
- m. Fall Break October 20-21
- n. Opportunities in Business Day – October 20
- o. Kelce Board of Advisors Meeting – November 7
- p. Early Enrollment – November 7 – 10
- q. Rumble in the Jungle II - November 12
- r. Thanksgiving Recess - November 24-25
- s. Final Exams begin – December 12
- t. Fall Commencement – December 17 with Education and Technology at 10:00 a.m. and Arts and Sciences and Business at 1:00 pm.

August 18, 2011

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Paul W. Grimes, Dean  
Kelce College of Business