



KELCE COLLEGE OF BUSINESS

Pittsburg State University

MINUTES

College General Faculty Meeting

Thursday August 16, 2012

11:30 a.m., 121 Kelce

Present: ACIS: Brad Burns, Misty Button, Rebecca Casey, Jae Choi, Maeve Cummings, Stephen Del Vecchio, Steven Haenchen, David Newcomb, Mary Polfer, Melvin Roush, Wei Sha, Dwight Strong, Gail Yarick; ECON: Kevin Bracker, Din Cortes, Chuck Fischer, Anil Lal, Michael McKinnis, Michael Muoghalu, Irene Robinson, Connie Shum; MGMKT: Don Baack, Thomas Box, Linden Dalecki, Art Fischer, Eric Harris, Steven Horner, Choong Lee, Kristen Maceli, Dave McLane, Lynn Murray, Paula Palmer, Shipra Paul, Mary Wachter; DEAN: Mandy Aubert, Chris Fleury, Paul Grimes, Suzanne Hurt, Mimi Morrison; GUESTS: Holly Kent, Jenny Hellwig
Absent: Kailash Chandra, Jack Fay (sabbatical), June Freund (Paraguay), David O'Bryan (excused), Jay van Wyk (sabbatical)

- I. Opening Remarks and Welcome – Paul Grimes
- II. Department Updates and Introduction of New Faculty
 - A. ACIS – Becky Casey
 - a. Introduction of new faculty members: Dr. Jae Choi, Dr. Stephen Del Vecchio, and Dr. Steven Haenchen
 - B. MGMKT – Eric Harris
 - a. Introduction of new faculty member: Dr. Steven Horner
 - C. EF&B – Din Cortes
- III. Support Offices Updates
 - a. Development – Holly Kent
 - i. Holly's title has changed to Director of Development for the Kelce College of Business as of June 1.
 - ii. It has been a record breaking year for fundraising
 - iii. 30 new scholarships were created at PSU in the last year (5 in the COB)
 - iv. Dr. Grimes and Holly have done quite a lot of traveling during the last year to visit donors/potential donors
 1. Faculty may be asked to go on visits in the future
 - v. Faculty are asked to let Holly know needs and priorities
 - vi. Faculty/Staff Campaign – faculty/staff donations can be allotted to the area of their choice
 - vii. COB Golf tournament will take place in Overland Park on October 1 – 3rd annual
 - viii. Phonathon is in February
 - b. Marketing and Communications – Jenny Hellwig
 - i. The College is continuing to work with Marketing and Communications on a new Kelce Logo
- A. Academic Advising – Suzanne Hurt

- a. Working on listing of students who are enrolled in classes without having the prerequisites – faculty may be notified if there are questions. Students will be dropped as of today if they haven't met the prerequisites.
 - b. The Academic Advising office is currently advising 550-600 students who have not been admitted to the college.
 - c. 39 new international students will need to register for classes tomorrow – need to get into classes.
 - d. Will continue with the brownbag advising sessions. Contact Suzanne for more information.
 - e. SIFE is staying very busy. Ranked 16th at National Competition last year.
 - i. Sept. 8 is a 5 K fun run sponsored by SIFE
 - ii. Selling Gorilla glasses - \$8 or 2 for \$15
- B. Instructional Support – Mandy Aubert
- a. If faculty need additional training on Canvas, contact Mandy.
 - i. Additional workshops will be offered at CTLT – 8/29 & 8/30 (Basics and Advanced at 9:00 & 3:00)
 - b. Wireless microphones are being installed in all classrooms for the beginning of the semester. Volume may need to be adjusted by actually moving the microphone closer.
 - c. Zimbra
 - i. Contact Chris Fleury for set up
 - ii. Contact Mandy for training
 - d. Web site
 - i. Contact Mandy if there are changes or updates to college/department web pages.
 - e. Kelce Computer Lab
 - i. Labs will close at 9:30 for the Fall semester
 - ii. Contact Mandy to schedule lab for classes
- C. Technical Support – Chris Fleury
- a. Kelce Computer Labs
 - i. North Lab – 48 new desks and computers have been installed
 - ii. South Lab – computers were replaced with the computers from the north lab
 - b. Classrooms and laptop cart have been updated
 - c. Several faculty computers were replaced (18)
- IV. Administrative Updates and Announcements – Mimi Morrison
- a. Career Vita need to be submitted in Word format
 - b. Electronic syllabi should be submitted as soon as possible
 - c. Picture directory with photos of all faculty and staff will be placed at the north and south entrances to the building as soon as all photos have been taken.
- V. General Announcements – Paul Grimes
- A. Microsoft Certifications – Exploring Options
- a. Mr. Strong has been looking at these options – CIS faculty will review and make a recommendation to the ACIS Department & College Curriculum Committee and then the faculty of the college.
 - b. Could generate revenue for the college.
- B. Early Alert System – Electronic Reporting of Academic At-Risk Students

- a. Bill Ivy and Heather Eckstein met with the Kelce Leadership Team about this new program.
- b. Opportunity to report poor academic outcomes early in the semester especially for freshmen and sophomores .
- c. Electronic communication will go out to all faculty to provide comments and explain issues with students having problems early on in the classes.
- C. Space Utilization Forum – August 30th, Grubbs 107, 10:30 a.m. or 2:00 p.m.
 - a. University conducted a space utilization study last year - Kelce faculty participated with a lot of input.
 - b. All faculty/staff are invited to attend the forum on August 30 – need to have a large turnout from Kelce.
 - c. Need to insure that classrooms are being fully utilized in the building. Were able to generate 80-90 additional seats for the fall semester by re-arranging rooms and adding an extra section of Intro to Business.
- D. Curriculum Legislative Process Revisions – Calendar and Tracking
 - a. New curriculum legislation process will begin with the fall semester.
 - b. Will allow more transparency at the University level and insure that there is an effective process in place.
 - c. Will meet with KLT and Administrative assistants to explain how the new process will work.
- E. Bloomberg BusinessWeek Program – Sales Rep Visit this Fall
 - a. Dr. Grimes met with reps when he was in Las Vegas.
 - b. Sales rep has given dates to Dr. Grimes for a potential visit.
- F. College Meetings with President and Provost – March 29 (Friday)
 - a. Required meeting with President and Provost each academic year will take place on March 29.
- G. Masonry Restoration Project
 - a. Still need to do a follow-up walk around to make sure everything is complete.
- H. Computer Labs Closing at 9:30 p.m.
 - a. Need to have the building locked up before 10:00 pm when custodial staff leave the building.
- I. Travel Request Forms
 - a. Forms were due to chairs by 8/15. Will help in planning for future travel funding.

VI. Plans for 2012-2013 – Paul Grimes

- A. AACSB Reaffirmation –
 - a. Year of Record – Follow-ups on AMM
 - a. Need to follow up on recordkeeping to insure that it is complete.
 - b. There will be charges going out to faculty committees to address specific issues.
 - c. Questions should be addressed to the Dean or Chairs.
 - b. Visitation Team Appointed (Chair and possibly team members will be invited for a pre-visit late in the fall semester or early in the spring)
 - a. Chair is Dr. Ron Berry, University of Louisiana at Monroe.
 - b. 2nd team member is Tom Ereksen, Western Illinois University.
 - c. 3rd team member is Debra Kerby, Truman State University.
 - c. Digital Measures Initiative – Wei Sha
 - a. Digital Measures is a data base that collects faculty activities and will generate AACSB reports quickly and accurately.

- b. Entered into a multi-year agreement with Digital Measures – hopefully continuing to use year end funds each year.
- c. Dr. Sha will oversee the Digital Measures implementation.
 - a. Very important to have consistent vita so that data can be entered in a consistent and organized manner.
 - b. Dr. Sha did a short demonstration on the Digital Measures data base and reports that can be generated.
 - c. Will be able to access through GUS.
- d. Faculty need to be aware that this will be a time-saver for them. Will no longer need to submit vita each semester as that info will be in one central location.

B. Enhance College Image through Engagement

1. 35th Birthday Celebration Plans – Lynn Murray and Kristen Maceli

- a. Dr. Murray reviewed the plans that have already been made for the Kelce 35th Birthday Celebration
 - Events
 - a. August 26 – Welcome back picnic
 - b. Sept. 8 – ACIS sponsors tent at football game against Central Oklahoma
 - c. Sept. 19 – volleyball game vs. Missouri Southern: sponsor pack the Weede in conjunction with First Year Programs
 - d. Sept. 22 – SIFE sponsors tent at football game against Lincoln (Family Day)
 - e. Oct. 1 – Kansas City 3rd Annual Golf Tournament with silent auction
 - f. Oct. 6 – MGMKT sponsors tent at football game against Central Missouri
 - g. Oct. 20 – Homecoming
 - h. Nov. 3 – ECON sponsors tent at football game against Lindenwood
 - i. Nov. 6 – Career Expo – sponsor career fair, special badges for Kelce Alumni who are recruiting, alumni panel and networking event
 - Historical Timeline of Kelce is being worked on to be unveiled for the birthday celebration
 - Kelce Board of Advisors members will be sponsoring tents at football games - \$3000 has been raised to date

2. Professional Development Workshop Collaboration w/ WSU – Paul Grimes

- a. Workshops will take place on Sept. 13 (Managing Time and Multiple Priorities) & Oct. 25 (Improving Supervisory Skills) in the Student Center. Workshops will be presented by WSU, but KCOB will eventually take over presenting these workshops.
- b. Faculty are asked to attend one of the sessions and talk to teachers of workshops to get ideas.
- c. This is a revenue generating opportunity for Kelce.

3. Economic Outlook Program – Din Cortes and Mike McKinnis

- Also sponsored by WSU –
 - Dr. Cortes and Mr. McKinnis will work with WSU on this project
 - Will be in charge of the southeast Kansas region
 - Will generate economic outlook reports for SE Kansas.

- Presentation will be held on October 15 at Memorial Auditorium.

4. Ongoing SEKBJ Collaboration – Authors Needed!

- This publication has gone to an all on-line format.
- Need to continue relationship with the SEKBJ by having our faculty publish articles.

C. College Governance and Planning

1. Revisions to College Admissions Requirements – Linden Dalecki and Suzanne Hurt

- There have been suggestions made for changes to college admission requirements.
- Dr. Dalecki reviewed the “Admission to the Kelce College of Business” and Kelce College of Business Prerequisite Policy” drafts.
- Ms. Hurt prepared the proposed draft document by looking at 9 different peer universities policies on admission and prerequisites. She explained the document to the faculty based on her research.
- College Curriculum Committee will study this proposal. Faculty are encouraged to give input. No decisions will be made at this point. Will have to go through the College Curriculum Committee and then the faculty.

2. Proposed Revisions to College Bylaws – Paul Grimes

- Dr. Grimes discussed the proposed draft to the Kelce Rules of Organization and Bylaws.
- Philosophy is what is important. To give faculty control and to provide transparency.
- Committee structures will be revised.
- Faculty were asked to read through the proposed document and discuss by department. Discussion will occur on adopting the document with any changes and for approval at an end of semester meeting.
 - College Committees will be frozen until new by-laws are adopted.

3. Update Departmental Promotion and Tenure Documents (Charge to Departments)

- Union contract states that these documents should be provided to new faculty within two weeks of their start date.

4. Update College Mission Statement (Charge to Strategic Planning Committee)

- Will begin process of revising the College Mission Statement

5. Explore new graduate degree ideas; 4+1 and interdisciplinary (from Dean Kahol)

- Dr. Grimes briefly described the intent behind these suggestions.
- Faculty will look at feasibility of implementing these suggestions.

VII. Old Business - none

VIII. New Business - none

IX. Adjournment at 1:50 pm