



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

College General Faculty Meeting
Thursday August 18, 2016

Present: **ACIS:** Rebecca Casey, Jae Choi, Maeve Cummings, Mary Jo Goedeke, David Newcomb, David O’Bryan, Mary Polfer, Theresa Presley, Peter Rosen, Wei Sha, Dwight Strong, Gail Yarick; **DEAN:** Bienvenido Cortes, Kylie Edgecomb, Chris Fleury, Paul Grimes, Holly Kent, Mimi Morrison; **EFB:** Alex Binder, Kevin Bracker, Michael Davidsson, June Freund, Anil Lal, Fang Lin, Michael McKinnis, Irene Robinson, Connie Shum; **MGMKT:** Don Baack, Linden Dalecki, Art Fischer, Chris Fogliasso, Eric Harris, Steve Horner, Choong Lee, Sang-Heui Lee, Kristen Maceli, Lynn Murray, Paula Palmer, Shipra Paul, Jeff Poe, Jay van Wyk.

Dr. Paul Grimes, Dean, Kelce College of Business called the meeting to order and began the agenda for the meeting:

- I. Welcome, Opening Remarks and Introduction of New Faculty
 - a. Mary Jo Goedeke, Assistant Professor, Accounting
 - b. Alex Binder, Assistant Professor, Economics

- II. Department and Program Updates
 - a. ACIS – Peter Rosen
 - i. ACIS is in the process of hiring new faculty
 1. Mary Joe Goedeke has been hired as an Accounting Assistant Professor
 2. Interviewing for an additional Accounting position, and thanked members of the search committee for their work on recruiting applicants and their work on the committee
 - b. MGMKT – Lynn Murray
 - i. Working with the search committee for the part-time Assistant Coordinator of Academic Advising and Enactus co-director position. The committee will be interviewing the 5 top candidates. (Funding source is lapsed salary due to Art Fischer’s phased retirement.)
 - c. EF&B – Kevin Bracker
 - i. EF&B has hired new Assistant Professor in Economics, Alexander Binder.
 - d. MBA – Din Cortes
 - i. The MBA program is growing compared to last year. This year there are 40 enrolled in the MBA Experience as compared to 15 last year. All faculty are invited to attend the MBA Experience class – sessions will be held at Greenbush once again.
 - ii. One half of required MBA courses will be offered on line each semester. The program is not 100% on line yet.

- III. AOL, Research, and Outreach Update – Eric Harris
 - a. Assurance of Learning committee met with everyone involved during the spring semester. Committee will begin meeting early this semester. More information for this committee will be forthcoming soon.
 - b. Research: Dr. Harris recognized Michael Davidsson for all the work he’s done with the Economic Development Report and Micropolitan Report.
 - c. Brownfield Project – there were two student teams last spring in Dr. Harris and Dr. Davidson’s classes working on this project with the city. The project will continue this fall.
 - d. Interns: doubled the number from SU 15- SU 16. Still need more.
 - e. Journal of Managerial Issues: Dr. Harris thanked Irene for all of her hard work on the Journal. The next issue will be out soon.

- IV. College Support Updates
 - a. Academic Advising – Suzanne Hurt – no report
 - b. Instructional Support – Kylie Edgecomb:
 - i. Canvas updates are minimal this semester. Faculty questions should be directed to Kylie.
 - ii. Website – send updates to Kylie.
 - iii. Equipment upgrades in classrooms complete – new instructions available in each.
 - c. Technical Support – Chris Fleury:
 - i. Replaced some faculty/staff computers this year, but since OOE funds have carried over from FY 2016 to FY 2017, some technology and computer purchases have been postponed until we need equipment for the new building. (Clarification provided by Dr. Grimes on how the roll over will work.)
 - ii. Adobe Acrobat Professional is now available to all faculty and staff. Chris can install it on computers.

- V. Administrative Updates and Announcements – Mimi Morrison:
 - a. GUS Cloud Finance & Procurement: Participated in training for the new Finance/ Procurement system which will go live in October 2016. The new HR system will go live in January. Faculty and staff will need to participate in training on both systems. The Business Office and Human Resources are in the process of identifying those individuals who will need to have training, and will be contacting those individuals.
 - b. Reminder for faculty to submit their syllabi to department admins, and to update syllabi in Activity Insight.

- VI. Development News – Holly Kent
 - a. The Kelce Annual Golf Tournament will be on the first Monday in October - October 3rd. Faculty are encouraged to be involved with the tournament and are welcome to form teams. Questions should be addressed to Holly.
 - b. Building Update
 - i. The Kelce Building Committee and architects worked during the summer on the new building plans.
 - 1. Development is working on donor recognition and naming opportunities for donors in the new building.
 - 2. They currently have a list of about 160 individuals who we will be visited about investing in the project.

3. The floor plan for the new building should be ready for public viewing soon.
 4. Promotional materials for the building will be available early in the fall.
 5. Holly asked that names of persons interested in donating to the new facility be given to her or Dr. Grimes. She also encouraged faculty to contribute through payroll deduction.
- ii. Dr. Grimes added that a Kelce Faculty meeting will be set up with the architects early in the fall semester. Faculty will get to view updated renderings and ask questions.
- c. The new Director of Development, Bradley Peterson, will be working on raising funds for the new facility.
- VII. General Announcements – Paul Grimes:
- a. Travel Request Forms – Return to Chairs by August 29
 - b. CV Information Updates into Digital Measures (Activity Insight).
 - i. Very important for faculty to keep their individual accounts up-to-date in Activity Insight.
 - ii. Graduate and Continuing Studies Dean, Dr. Kahol, has offered services from his office staff to assist faculty entering their data into Activity Insight if needed. Faculty should contact Dr. Kahol for assistance.
 - c. Kelce College Sponsorships – Athletic Events
 - i. The Kelce College has renewed sponsorship agreements with the Athletic Department, and will be sponsoring promotions/ads, etc. during the football, volleyball, baseball and basketball seasons.
 - d. Welcome Back Picnic for Students – Tuesday, August 30th
 - i. There will be sign up opportunities for faculty to help at the picnic. A sign-up list will be made available to faculty soon. Organizations that need tables should contact Mimi.
 - e. Kansas State Fair – PR and Outreach, September 8th – 16th
 - i. The State Fair is an opportunity for faculty to participate in PSU/College PR and Outreach. If interested, faculty should contact Dr. Grimes.
 - f. Johnson County Golf Tournament, October 3rd (see details above in Holly’s report)
 - g. Kelce Hosts the Rua Skybox – Emporia State Game, October 22nd
 - i. Faculty were asked to submit names of potential donors who may be interested in attending, to him or to Holly.
- VIII. Dean’s College Update and Faculty Decision Items
- a. Current Status of College and Priorities for the Academic Year
 - i. Committees
 1. Kelce College standing committees for 2016-2017 are dependent on today’s vote.
 2. After today’s collective decision, KLT will meet to make faculty assignments.
 3. Committees need to self-organize and elect chairs. Report of meeting and chair of committee will be due to the Dean’s Office prior to Labor Day.
 4. KLT will issue a committee charge to each group early in the fall semester.
 5. Faculty are encouraged to actively contribute to committees.

- b. AACSB Accreditation Cycle
 - i. Year of Record
 - 1. 2017-18 is our next 'year of record' for AACSB
 - 2. AACSB accreditation is a culture and should be reflected continuously in all that is done in the Kelce College.
 - a. Faculty should: continuously keep Activity Insight (Digital Measures) information updated;
 - b. continue with course assessment and AOL activities;
 - c. maintain faculty qualification;
 - d. remain engaged.
 - 3. The long-run plan – steps completed (3 of six steps were completed prior to reaffirmation, last year the fourth step was completed and the fifth step was worked on):
 - a. (1) new college governance documents and committee structure
 - b. (2) new Vision Statement, Mission Statement, and Guiding Values document
 - c. (3) new operating policies – faculty sufficiency and faculty qualifications
 - d. (4) development and adoption of a new college strategic plan
 - e. (5) Review and redesign of college curriculum (BBA and MBA)
 - 4. Long-run plan – steps to complete (step six)
 - a. (6) Construct a new Assurance of Learning model
 - 5. This year's long-run plan priority:
 - a. Completion of Step 5 – Review and redesign of college curriculum (BBA and MBA)
 - 6. The Kelce Strategic Plan has three pillars (all long-run steps are now informed by our College Strategic Plan).
 - a. Goal 1: Professionalism, Goal 2: Relevance, Goal 3: Growth
 - b. Items of Emphasis for 2015-2016 were:
 - i. Objective 1.1 – Renovation/Expansion of Building
 - ii. Objective 2.1 – Curriculum Review and Revision
 - iii. Action Items:
 - 1. 1.3.1. New Departmental P&T Guidelines
 - 2. 1.3.3. Youngman Program Reform
 - 3. 1.5.1. and 1.5.2. Review Code of Ethics and create a College Academic Honor Policy
- ii. Responses to Recommendations from Visit Team – (Voting Items)
 - 1. Set "target" ranges for faculty qualifications.
 - a. What is the right mix of faculty?
 - b. Faculty must be informed by the Mission Statement.
 - c. Long-term personnel decisions and budget constraints will affect the mix of faculty.
 - d. The minimum thresholds are set by AACSB.
Comparison of AACSB thresholds with our actual thresholds in 2013:

AACSB	Kelce 2013
Other: ≤ 10%	6%
SA: ≥ 40%	70%
SA + PA + SP ≥ 60%	78%
SA + PA + SP + IP ≥ 90%	94%

Kelce Leadership Team (KLT) proposed target ranges:

- SA: 55% to 70%
- SP: 5% to 15%
- PA: 5% to 15%
- IP: 10% to 25%
- O: 0% to 10%

- e. Proposed amendment to the Faculty Qualifications document was discussed.
 - i. After discussion, Dr. Baack made a motion to approve the amendment as listed on the attached document.
 - ii. Dr. Dalecki seconded the motion.
 - iii. There being no further discussion, there was a call for a vote on the proposal. **Faculty voted unanimously to accept the KLT’s recommended ranges and to amend the Faculty Qualifications document as presented.**
2. Create stronger linkage between Assurance of Learning and Curriculum Management processes (Standard 8).
 - a. **Proposal to merge the current Kelce Undergraduate Curriculum Committee with the Assessment and Assurance of Learning Committees.**
 - i. Eliminates communication problems
 - ii. Improves timeliness of response to concerns
 - iii. Provides general oversight authority for curriculum
 - iv. Reduces number of overall committee seats for faculty
 - b. Committee structure is a part of the Kelce College Bylaws which will need to be amended and implemented for this academic year (handout was distributed showing the proposed wording of specific edits and additions to the Bylaws document).
 - c. Discussion and Vote to approve.
 - i. After discussion, Dr. Baack made a motion with Dr. O’Bryan seconding to **approve the proposal to merge the current Kelce Undergraduate Curriculum Committee with the Assessment and Assurance of Learning Committees. The vote was called for and faculty voted unanimously to merge the committees as proposed.**
- c. Curriculum Revisions – (Voting Items)
 - i. Proposal on How to Fit “Business Communications” into Kelce Core
 1. During the May 2016 Kelce Faculty meeting, faculty voted to add a Business Communications and Professionalism course into the Kelce Core.

2. The Curriculum Committee offered three options to make room for the new course:
 - a. Remove MGMKT 477 Quantitative Decision Making
 - b. Remove MGMKT 626 Operations Management
 - c. Make above two courses “either/or” option in the core
 3. After much discussion in May 2016, the faculty charged KLT to bring back a proposal in the fall.
 4. Proposal by KLT – determined to be the least disruptive to flow of courses and content not specifically applicable to all majors.
 - a. **Remove MGMKT 626 from the college-wide core. Individual majors given option to require course as part of their program of study. Develop and add to the core a Business Communication and Professionalism course at the 200 level.**
 - b. Discussion followed. **Dr. Baack moved to accept the proposal as outlined by KLT. Ms. Polfer seconded the motion. The vote was called and faculty voted. The proposal was approved by a majority of faculty, with two dissenting votes and one abstention.**
- ii. Proposal to add “Introduction to Business” into Kelce Core.
1. At the spring meeting, Kelce faculty charged KLT to explore adding MGMKT 101 Introduction to Business to the core as an entry course to help students better choose a business major and allow us an early “touch” during fulfillment of general education requirements. Discussion followed.
 - a. Should improve retention
 - b. Help first and second year students identify as “Kelce” students
 2. **Proposal by KLT is to renumber MGMKT 444 Legal and Social Environment of Business to a lower division and move to the University General Education requirements. Proposed location - “Human Heritage/ Philosophy” category (current home of PHIL 113 Business Ethics).** Discussion followed:
 - a. The opportunity cost of this move is that Kelce students will take one less course in history, literature or philosophy.
 - b. Decision would need to go to the PSU General Education committee before the curriculum could actually be modified. As a general education course MGMKT 444 would be open to all PSU students.
 - c. **Dr. Baack made the motion to approve the proposal, but to add that MGMKT 444 would be renumbered to a 300 level course. Dr. O’Bryan seconded the motion with the change. A unanimous vote to move the proposal forward to the College Curriculum Committee was approved.**
- iii. ECON elective change:
1. This issue came up during the KLT retreat on August 8. Current requirement restricts students to 4 courses (the two intermediate theory courses, Money & Banking, and International Trade).
 2. There is inconsistency in course numbers which pushes more students into the Money and Banking course.

3. **Proposal was made to change the requirement to “Any ECON course numbered 300 or above” and to renumber upper level economics courses to ensure consistency.**
 4. **After Discussion, Dr. O’Bryan made the motion to pass the proposed economics elective change, with Dr. Murray seconding. The motion passed a vote by the faculty, with one no vote.**
- iv. Proposal to Remove Completion of WTL from Kelce Admission Requirements
1. During the KLT retreat they learned that the current Writing to Learn component within the Kelce Admissions requirements is a bottleneck – particularly for transfer students.
 2. Since students now have an option to pick up WTL courses at the upper level, this issue may unnecessarily delay student progress.
 3. **Proposal made by KLT: Remove the two course WTL requirement for admission to Kelce but maintain for graduation.**
 - a. Discussion followed that Kelce would need to offer more WTL courses in upper division courses
 4. **Dr. Baack moved that the proposal be approved and Dr. Fogliasso seconded. Dr. Grimes called for the vote. Faculty voted unanimously to approve the proposal.**
- d. BBA Admission/Graduation Requirements – (Discussion Only)
- i. All 7 majors have a 2.5 GPA admission requirement.
 - ii. Two majors have a 2.5 graduation requirement while five have a 2.0 GPA requirement. Discussion:
 1. Some very capable students are locked out of programs because there is only one path to admission.
 2. There are inconsistent incentives across programs in the college.
 3. Pressures on grade inflation are increased.
 - iii. **KLT recommendation is to simplify admission requirements and harmonize admission/graduation requirements across BBA programs.**
 - iv. Options for faculty to consider are:
 1. Send on to the new Kelce College Curricula Management and Assurance of Learning Committee.
 2. Ask KLT to bring forth a proposal to next college meeting.
 - v. **After discussion, it was decided that this issue should be sent to the Kelce Leadership Team to come up with a proposal for faculty to consider and discuss by the next Kelce Faculty meeting.**
- e. Dr. Horner gave an update on his participation on the General Education Committee that is looking at updating the university general education curriculum requirements. These university curriculum changes may cause colleges to change their curriculum. The Kelce College should be aware that these changes may need to be considered in the changes that are being proposed and have been approved by the faculty.

IX. Old Business - none

X. New Business –

- a. Dr. Dalecki wanted to thank the Dean and his Department Chair, Dr. Murray, for approving finding a replacement for him teaching Innovation Engineering courses every semester. Steve Hinton has been hired and already participated in the IE training.
- b. Dr. Dalecki also said that he and Dr. Cortes have been working on financial aid issues affecting the dual degree program with the LaRochelle Business School in France. After much discussion, reinterpretation of applicable guidelines, and a few changes in the program structure, we have received approval from Dr. Kahol, Dean of Graduate and Continuing Studies, to approve financial assistance for students who wish to participate.

XI. Adjournment – 2:40 pm

Fall Dates to Remember:

- a. Fall Opening Faculty Meeting – Thursday, August 18
- b. Welcome Back Picnic for Students – Tuesday, August 30
- c. Labor Day Holiday, no classes – Monday, September 5
- d. Phillips 66 Day – Thursday, September 8
- e. Kansas State Fair – September 8 through 16
- f. Meet the Firms Day – Monday, September 12
- g. Company Day at KTC – Tuesday, September 20
- h. Rumble in the Jungle Senior Saturday #1 – October 1
- i. Kelce Golf Tournament in Johnson County – Monday, October 3
- j. Outstanding Alumni Award Recipient – Friday, October 7
- k. Homecoming – Saturday, October 8
- l. Fall Break, No Classes – Thursday and Friday, October 13-14
- m. Career Expo at Student Center – Thursday, October 20
- n. Majors Fair for Undeclared Students – Thursday, October 27
- o. Rua Skybox Host – Saturday, September 22 – vs. Emporia State
- p. Rumble in the Jungle Senior Saturday #2 – November 5
- q. Early Enrollment for Spring – November 6 through 11
- r. Thanksgiving Break, No Classes – November 23 through 25
- s. Finals Week, December 12 through 16
- t. Commencement, December 16 (date was listed incorrectly in agenda)**
- u. Fall Semester Grades Due, December 19
- v. Kelce Dean/Chairs/Faculty Meetings with the President and Provost - TBD