

MINUTES

Kelce Leadership Team

September 21, 2021

Present: Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

- I. Administrative
 - a. COVID Issues
 1. Campus mask rules extended another 2 weeks by President's Council; No major incidents reported to date of in-class refusals to follow instructor requests concerning masks and distancing
 2. 709 vaccination cards submitted prior to deadline by faculty and staff out of \approx 1,000; only 41 dated after incentive offered by administration!
 3. \approx 2,500 student vaccinations cards submitted prior to deadline; 310 dated after incentive offered; two cases of possible fraud detected; the \$500 scholarships will post prior to spring
 - b. Updates from KBOR meeting last week
 1. Regents appointing a task force to look into efficiencies of campus health centers
 2. Board requesting additions to legislative appropriations; restore lost funds and enhancements (copy attached for review)
 3. Program Review – campuses asked to report out; board is concerned that more programs are being added than dropped even though overall enrollment is declining; Provost Smith asking for a joint report of all KBOR institutions
 4. Bachelor degree definition change was approved; allows up to 75 hours from community colleges to count toward degree requirements
 5. Jump Start Coalition (federally funded alliance) pushing to establish goals for all high school students to graduate with earned college or technical school credits (up to 24-30 credit hours by 2025)
 6. Presidential Search – Rick Webb as Chair and Regent Bill Feuerborn Vice Chair; Regent Shelly Kiblinger to serve as committee member; others to be appointed by search committee
 - c. Campus Issues
 1. New Microsoft licensing fees to cost \$30 per lab computer which adds \$42K to campus bill at current levels; ITS asking the cost to be born by departments; decision pending
 2. New Preferred Name policy adopted; will populate Canvas and Gus Classic to start – students will be asked their preferred name and it will populate into the system to feed into Canvas and Gus Classic
 3. 20th day numbers not official until released by KBOR; final numbers similar to last released report
 4. New diploma format to allow for multiple majors and concentrations – examples distributed for review
- II. College Items
 - a. Student Event Support from Foundation; \$2K available for competitions and presentations for Kelce – specifically for student groups who are competing or making presentations to conferences. Discussed possible procedures for distributing funds to student organizations. Do not want to leave funds unused. Will develop a college form to request funds and put a link on the web site.
 - b. IRB Protocols – college designated reviewers needed; training required. Discussed potential reps from Kelce.
 - c. Computer Science Proposal – dean's letter indicating Kelce has no objections (see attached copy)

- III. Kelce Faculty Searches – updates
 - a. Heads of committees have met with HR
 - b. Salary ranges discussion for open searches; system requires identification of funding and potential range of offers – will start working on ads for positions using current AACSB faculty qualifications; as always, actual offers dependent upon qualifications and experience level of preferred candidate
 - a. IB Assistant Instructional Professor - \$50,000-\$60,000
 - b. CIS Assistant Professor - \$90,000-\$100,000
 - c. Management Assistant Professor - \$90,000-\$100,000

- IV. AACSB Accreditation – ongoing
 - a. Social Impact – need to determine formal definition of focus area and coordination of activities
 - a. Discussed need for a standing social impact committee or point person in the college for these issues; determination tabled for now
 - b. Audit of incomplete faculty member DM data; Dean Grimes met with Bill Hoyt yesterday – modifications required for CIR tables being implemented; faculty will still need to update and complete data entry; email to go out regarding research publications. (“Faculty Success” by Watermark is the title of the app now; replaces Digital Measure’s “Activity Insight”)
 - c. Risk management standards – need to formalize assessment of risks by assigning levels of perceived risk to Strategic Plan’s goals and action items; KLT will meet to discuss and then on to full Kelce SPC

- V. Updates
 - a. AACR – Hogard – no report
 - b. DOBE – Murray – no report
 - c. KGSB – Cortes – no report
 - d. KUSB – Horner – distributed copy of room schedule for spring 2022 and discussed staffing as well as multiple sections of courses; will work on preliminary staffing for next fall before end of this semester
 - e. ADMIN – Mimi – no report

- VI. Adjourn 11:00 am

Dates to Remember:

- Kelce Golf Tournament, 10/04
- Mid-Semester grades due, 10/11
- Homecoming, 10/16
- Career Expo Day, 10/20
- Final drop day, 11/01
- Fall break, 11/22 and 11/23
- Thanksgiving break, 11/24, 11/25, 11/26
- Final exam week begins, 12/06
- Fall Commencement, 12/10

Kansas Board of Regents Fiscal Year 2023 Unified Appropriations Request		
State Universities		
State universities increased operating costs (includes restoration of state investment to FY 2021 Level, 1.9% HEPI increase on general use base, and freeze of state university tuition rates)		\$45,700,000
Need Based Financial Aid for UG and Grad Students - with a set aside for KUMC		\$25,000,000
Enhance student services for success		\$5,000,000
Capital Renewal of State University Facilities		\$25,000,000
Pillar 3 Economic Development Initiatives		\$10,000,000
IT Infrastructure		\$20,000,000
Washburn University		
Business Resources for Innovation		\$325,000
Ensuring Pathways to Student Success		\$1,805,000
Community and Technical Colleges		
Align Excel in CTE program to Enrollment Growth		\$2,500,000
Fund a Portion of the Gap in Tiered Course Credit Hour Aid		\$2,000,000
Fund a Portion of the Gap in Non-Tiered Course Credit Hour Aid		\$4,000,000
Increase Career Technical Education Capital Outlay		\$4,000,000
Community College One-Time Requests - Incorporate Technical Colleges		\$15,000,000
Student Financial Aid - Administered by KBOR		
National Guard Increase appropriation to keep up with enrollments		\$1,000,000
Kansas Board of Regents' Operations		
Staff to Administer Kansas Promise Scholarship Act		\$125,000
Staff for Capital Renewal Initiative		\$100,000
Restore Operating Expenditures Appropriation to FY 2021 Level		\$80,454

Fw: Student Academic Event Support

Bryronni Ferguson <bferguson@pittstate.edu>

Wed 9/15/2021 2:32 PM

To: Jim Truelove <jtruelove@pittstate.edu>; Mary Carol Pomatto <mpomatto@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Robert Frisbee <rfrisbee@pittstate.edu>
 Cc: Karen Lasota <klasota@pittstate.edu>; Nancy Grantham <ngrantham@pittstate.edu>; Mimi Morrison <mmmorrison@pittstate.edu>; Tish Potter <tpotter@pittstate.edu>

📎 1 attachments (61 KB)

Student Academic Event Support Funding Request Form (revised 2020).xls;

REMINDER- last year we changed the process for Student Academic Event Support to be determined at the college level. This account is restored to its original \$8000 allocation so each college will have \$2000 to award.

Student Academic Support Event applications will no longer require the Provost Office approval. After Foundation sets the budget each year the Provost will allocate to the 4 colleges and 1 non-academic program area.

Each college has been allocated \$2000 to be awarded according to the guidelines listed below. Advancement said that we will have to spend it out of the original account it was allocated to (412U.F1100171). Keep in mind when you run this cost center it is for all 4 colleges. Unused funds may be re-awarded by the Provost.

It will be up to the college to promote the available funds. I am attaching a copy of the application with changes in the process reflected.

Guidelines for applications:

- a. Available to undergraduate and graduate full time students, either individuals or student groups, for participation in academic related activities defined as competitions which come about as a result of academic, classroom work as well as professional presentations and performances.
- b. Only one request per academic department or unit per year. A maximum of \$500 for an individual student or \$1,000 for a student group.
- c. Request may originate from a faculty member but must pass through the department chair and dean for review and recommendation.
- d. Matching funds from the department and college are encouraged but not required.
- e. Applications will be reviewed and awarded on a "first come, first served" basis with limited funding available each semester.
- f. Final review and determination of award is by the College Dean's Office
- g. **One month following the event, the student or student group must submit a brief, one page report (including a THANK YOU statement to the PSU Foundation for providing this funding) to the faculty member supporting the request, as well as copies to the Department Chair & College Dean. Failure to submit this report could result in request for refund of the prior approved funding from this source.**
- h. Any advertising/media regarding funding for this event should include: "...partial funding provided by the Pittsburg State University Foundation."

I will remove this application from the Provost website eventually, and it will just be reflected on your college websites.

Here is an example of a past Mr. Bulk-E we sent out about the funds.

The Pittsburg State University Foundation has again allocated funding to Academic Affairs for this academic year to be used to support travel for individual full-time students (UG or GR) and/or student groups for participation in academic related activities. These activities are defined as competitions that come about as a result of academic, classroom work as well as professional presentations and performances.

Although we wish we could fund all student activities, funding is limited and will be considered on a "first come, first considered" basis. Guidelines and application process can be found ~~on the Provost's website~~:

<http://www.pittstate.edu/office/provost/index.html>

I look forward to reviewing the vast and various opportunities and events for which our students will be seeking funding.

If you have any questions, please contact the Office of the Provost (provost@pittstate.edu) or call Ext. 4113.

Bryronni Ferguson

Pittsburg State University
 Office of Provost, Executive Associate Sr
 620.235.6170 | bferguson@pittstate.edu

Be the energy you want to attract

Department/Unit Reviewers for Human Subjects Research

David Miller <djmiller@pittstate.edu>

Wed 9/15/2021 9:02 AM

To: Andrew Klenke <aklenke@pittstate.edu>; Bienvenido Cortes <bcortes@pittstate.edu>; Brenda Roberts <broberts@pittstate.edu>; Bobby Winters <bwinters@pittstate.edu>; Celia Patterson <capatterson@pittstate.edu>; Charles Costello <ccostello@pittstate.edu>; Cheryl Giefer <cgiefer@pittstate.edu>; David Hurford <dphurford@pittstate.edu>; Duane Whitbeck <dwhitbeck@pittstate.edu>; Doug Younger <dyounger@pittstate.edu>; Greg Murray <gmurray@pittstate.edu>; James Otter <jlotter@pittstate.edu>; John Thompson <john.thompson@pittstate.edu>; James Oliver JR <joliver@pittstate.edu>; John Oppliger <joppliger@pittstate.edu>; Jim Truelove <jtruelove@pittstate.edu>; Mary Carol Pomatto <mpomatto@pittstate.edu>; Paul Grimes <pgrimes@pittstate.edu>; Robert Frisbee <rfrisbee@pittstate.edu>; Stephen Horner <shorner@pittstate.edu>

Cc: Jon Jones <jon.jones@pittstate.edu>; Anuradha Ghosh <aghosh@pittstate.edu>; Christine Fogliasso <cfogliasso@pittstate.edu>; Fang Lin <flin@pittstate.edu>; Allison Barry <abarry@pittstate.edu>; Bruce Warner <cwarner@pittstate.edu>; Cindy Johnson <cynthia.johnson@pittstate.edu>; Jessica Jorgenson Borchert <jjorgenson@pittstate.edu>

All--

As you may recall from last year, the Institutional Review Board is modifying its procedures to move some of the responsibility for review of certain applications for Human Subjects Research to the various departments/units. Review and sign-off of applications is currently required by a member of the originating department for all human subjects research, so this is not adding work for the department; however, this new process will "formalize" the sign-off and should reduce the time it takes to return most applications.

In order for this process to follow federal guidelines, the IRB is going to require a list of designated reviewers who have completed the CITI Training (citiprogram.org). Required training for department reviewers will include the Common Rule module and one or the other of the Biomedical or Social-Behavioral-Educational PI/RA modules; reviewers are free to choose whichever of the SBE or Biomed tracks they feel will be most useful to them and their peers. The IRB can provide guidance if necessary. Training is self-paced, shouldn't take more than a few hours, and is good for 3 years before renewal is required. If one of your faculty has current training from another institution, that can be considered on a case-by-case basis.

Once on the list, the designated reviewer can review and sign off on studies with Exempt status and then submit the completed application to the IRB for record keeping. The IRB will work with reviewers on the first few applications to make sure all proper documentation and procedures are included. This will hopefully streamline the process for applicants who are doing research that falls into this lower-risk category (which is the vast majority of human subjects research currently going on at PSU). Designated reviewers will continue to sign off on non-Exempt studies, but those will be passed to the IRB for further review.

For those departments/units that don't do much research we still recommend that someone within the unit complete the training and be put on the list if for no other reason than to expand the pool of reviewers for other "nearby" units. For those units with extensive human subject research, we recommend at least two - if not three or more - representatives complete the CITI training and be submitted to the IRB in case there is a conflict of interest. Also, designated reviewers shouldn't be currently serving on the PSU IRB since those individuals will need to review applications that do not meet the requirements for Exempt status.

Feel free to start sending me your list of volunteers, or you can contact me or Cindy Johnson with any questions.

On behalf of the IRB
David Miller, PhD
Professor, Mechanical Engineering Technology
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- Computer Science Proposal -

Paul Grimes <pgrimes@pittstate.edu>

Wed 9/15/2021 8:58 AM

To: Bobby Winters <bwinters@pittstate.edu>

To Whom It Concerns -

During the development of the Department of Mathematics' proposal to offer a B.S. in Computer Science, I met with the Kelce College of Business Faculty in Computer Information Systems to discuss the proposed curriculum. Although there is a natural overlap between the fields of Computer Science and Computer Information Systems, the fields are distinct, attract students from different markets, and prepare graduates for different career paths. The proposed curriculum in Computer Science will take advantage of existing CIS courses where the overlaps in content and subject matter occur, but the faculty concluded that the program would not be in direct competition with our own. In fact, a strong computer science program offers the possibility for future collaboration in those areas of mutual interest with the CIS faculty. Given these observations, the Kelce College of Business does not object to proposal and supports it moving forward for consideration.

Paul W. Grimes

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