



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MEETING MINUTES

Kelce Leadership Team

August 24, 2022

Present: Alex Binder, Chelsey Decker, Paul Grimes, David Hogard, Lynn Murray

Absent: Din Cortes (excused - in Malaysia)

- I. Administrative
 - a. COVID Issues - No news to report.
 - b. Campus
 1. Enrollment – current numbers about 900 freshman and 400 transfers
 2. Contracting Authorization – adding Lynn and Alex to list sent to Topeka; they will have ability to sign contracts for the university, but limited to their respective unit
 3. Run any faculty award winners/PR notices about faculty by Provost Office - any awards or promotions regarding faculty should be vetted through the Provost's office beforehand – will include Characters of Kelce on social media
 4. Mock HLC Visit – September 7th
 5. Tilford Conference – anyone going from Kelce? If anyone is interested in going, contact the Dean
 6. Leadership PSU – Academic Affairs bowing out – will discontinue involving faculty for now; will focus on succession planning within Academic Affairs and create own program
 7. Library – discussed cleaning outside of Axe or wrapping façade with notices - will be the host site for the President's Society Foundation program this year and want the building to look nice - no affordable solution to date
 8. Discussion of GA/GTA/GRA – designations and compensation schemes; problem with different designations being paid differently and some getting tuition waivers; one administrative unit asked to have their graduate student designated as a GTA; deans suggested that all graduate assistants be designated the same and paid the same
 9. Faculty Approvals – course modality and travel issues (reimbursement requests post trip)
 - a. concerns with some faculty requesting change in course modality on the first day of classes – need to go through established procedures before start of term
 - b. travel reimbursements will not be paid if travel requests aren't created ahead of time – follow established procedures
 - c. College
 1. Standing Committees – finalize memberships – reviewed
 2. IRB – need to appoint 2 faculty members to university council
 - a. recommendations: Joe Choi, Choong Lee – Dr. Grimes will follow up
 3. Kansas Insurance Certificate
 1. Foundation hosting a one-day student event (see handout) in Topeka
 2. KLT asked to distribute flyer to students interested in attending
 3. David will be attending and will transport interested students in the certificate program
 4. Policy concerning outside student groups requesting use of Kelce classrooms after hours
 1. discussion on pros and cons;
 2. Kelce organizations should get priority
 3. KLT agreed to try this on a trial basis month-by-month

4. Groups will be required to sign a form informing them of the rules and expectations while in the building

5. CMBE for faculty needing credentialization?

1. Certified Management and Business Educator certificate - sponsored by the Chartered Association of Business Schools (European business school accrediting body)
2. faculty make a pledge and pay a fee in order to be certified as a professional management and business educator
3. KLT will review program to determine if this might be a good way to get faculty a recognized certification which could help with faculty qualifications determination for AACSB

II. Fall Opening College Meeting

- a. Debrief meeting and President Shipp's remarks – discussion
- b. Follow-up – posting of edited Bylaws – Dr. Grimes will post bylaws
- c. Kelce Leadership Council schedule – last KLT meeting of the month; same as meeting with Howard?

III. Building

- a. Focus Groups – Kelce students will meet with the Dean and the Provost in room #121 on Friday and Faculty on Monday

IV. AACSB Accreditation – ongoing

- a. KLT to attend fall Accreditation Conference in Atlanta – September 13 to 15
- b. CIR Visitation Team – approved appointment of the team; still awaiting confirmation and proposed dates
 - David Eplion, Indiana University Southeast - Not confirmed yet
 - Latisha Settlege, University of Arkansas at Fort Smith
 - Marilyn Helms, Dalton State College (GA)
- c. Faculty Success; issues finally appear RESOLVED!! Need to run trial tables. New faculty now have active accounts – Dr. Grimes will email to ask them to complete their accounts.
- d. Risk Assessment – next steps; mitigation plans; arrange meeting of full Strategic Planning Committee
- e. Societal Impact – next steps; refinement of statement concerning “economic growth and development”

V. Updates

- a. Associate Dean for the Graduate School of Business – Din Cortes- absent (in Malaysia)
- b. ADMIN – Mimi – Claude Reno will be new custodian in Kelce starting September 6
- c. Associate Dean for the Undergraduate School of Business – Lynn Murray
 1. very busy this week with learning community
 2. today was activities fair at the student center - Enactus and W@W group participated
 3. Nov. 16 W@W conference in Topeka
 4. no advisor for Marketing Association yet
- d. Director of Academic Advising & Career Readiness – David Hogard
 1. new advisor/internship coordinator position is posted on the HR website
 - a. first consideration date is Sept. 30
 - b. will also advertise in the Morning Sun
 2. Kelce needs a new major's brochure – Dr. Murray will work on this with her GA

- e. Director of Graduate Business Programs – Chelsey Decker
 - 1. Freeman sent her informational video this week – will follow up on Sept. 22
 - 2. enrolled 5 international students
 - 3. GA orientation was last Friday
 - 4. need updated brochures for graduate programs
 - a. there is a specific need to up efforts on what is sent to students after they are admitted to the MBA and PMBA programs (use funds from PMBA)
 - b. Dr. Grimes mentioned this information should be coming from Academic Partnerships for the PMBA students
 - c. He will meet with AP next week and include touch points from Chelsey
 - d. Chelsey also indicated the need a local tv ad
 - 5. Chelsey is making plans to have the author of her Business Professionalism textbook come to Pittsburg for a networking event.
 - a. A tentative schedule has been drafted
 - i. Agenda begins on Sept. 19 with Women in Entrepreneurship networking event in partnership with SBDC and CoC
 - ii. Thursday lunch with KLT or KSLC
 - iii. Afternoon meetings with Chelsey’s class and then a networking event for all Kelce students
 - b. Dr. Grimes and KLT approved these plans. Funding for event will be from the PMBA account.
- f. Faculty Chair – Alex Binder
 - 1. He is meeting with all faculty this semester
 - a. gathering information and showing appreciation for what they do
 - b. any additional questions for faculty, let Alex know
 - c. getting requests from faculty to purchase items – he will follow up as needed

VI. Old Business –

- a. KBOA meeting Friday, October 21; all are invited to the University Skybox for Homecoming game on Saturday; KLT will fill in the Skybox if there is additional space available after board members respond

VII. Adjourn – 3:45pm

Fall 2022 Dates to Remember:

- August 22 – First day of classes
- September 5 – Labor Day Holiday
- September 6 – Kelce Fall Picnic
- October 8 – Rumble in the Jungle
- October 17 – Midterm grades due
- October 28 – Transfer Day
- November 7 – Final drop day
- November 21 to 25 – Thanksgiving Week Holiday
- December 5 to 9 – Dead Week
- December 12 to 16 – Finals Week
- December 16 - Commencement

Kansas Insurance &
Financial Services Education
FOUNDATION

SAVE THE DATE

KIFSEF Presents: Financial Services Industry Preview

Wednesday, September 28, 2022 | Topeka, Kansas

Hosted at Security Benefit and the Federal Home Loan Bank of Topeka

**Join us for an inside look at career opportunities
in the insurance and banking industries in Kansas.**

This one-day workshop will provide students interested in the insurance and banking industries with:

A first-hand look at some of the day-to-day activities and experiences of those early in their careers in the industry — learn about interesting career opportunities in areas such as actuarial, finance, investments, robotics process automation, enterprise risk management, and sales.

Make direct connections and take advantage of networking opportunities with management personnel committed to cultivating the next generation of professionals to ensure a strong future for business in Kansas.

Students enrolled and declared in the Financial Services Leadership Program at their university are invited for an inside look at the wide variety of available career opportunities in the insurance and banking industries. Check with your career office for other eligibility requirements.

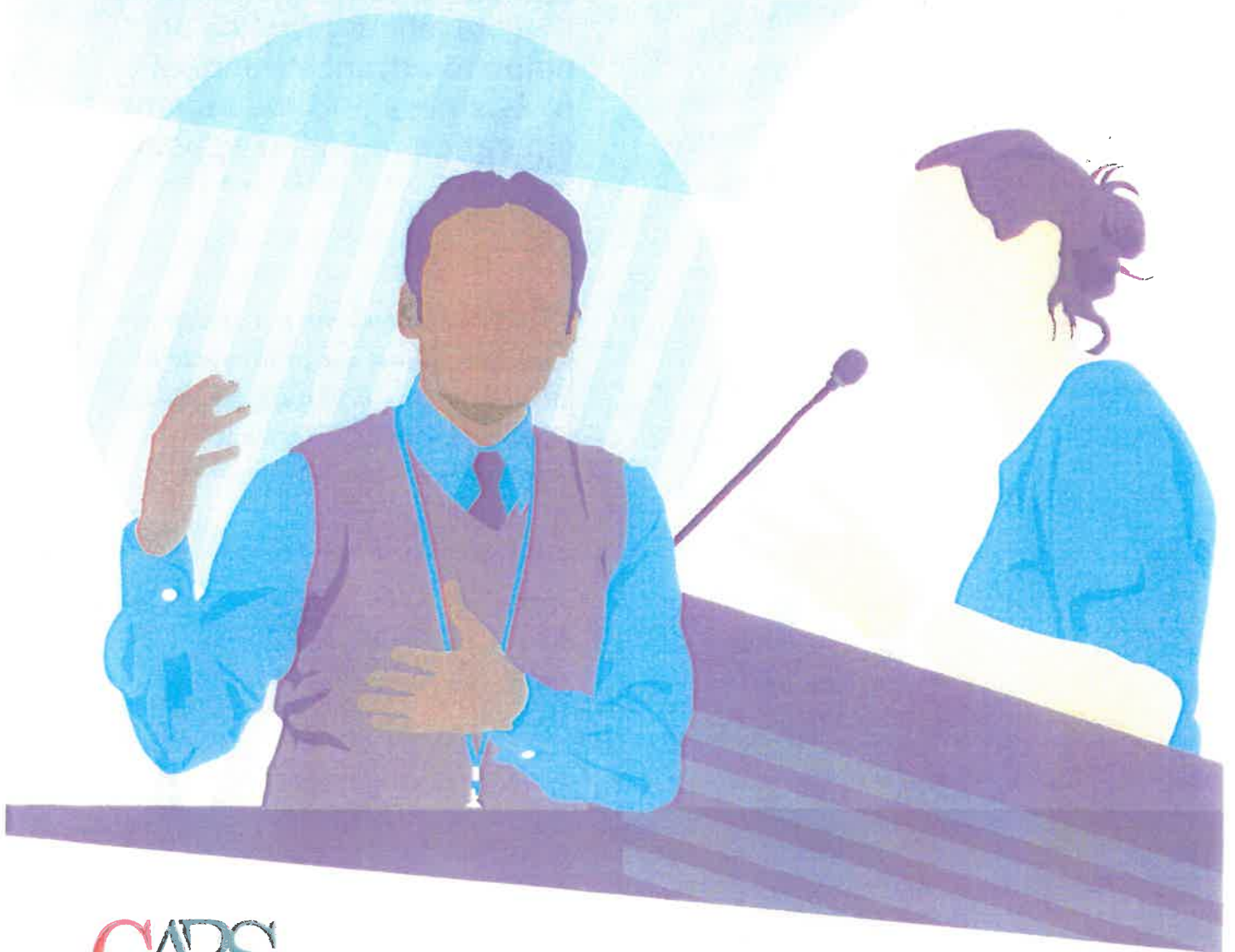
Mark your calendar now and look for registration information and more details after August 26, 2022.

For questions regarding the workshop, registration, or eligibility, contact the career office in your department.



CMBE
CERTIFIED MANAGEMENT
& BUSINESS EDUCATOR

**PROFESSIONAL
DEVELOPMENT
PROFESSIONAL
RECOGNITION**



CABS
CHARTERED ASSOCIATION
OF BUSINESS SCHOOLS

chartereddabs.org/cmbe

The CMBE provides business and management educators with a professional designation and a framework for continuous professional development.

The scheme supports educators to further develop their teaching practice and helps to advance the quality of business and management education in higher education.

“A CMBE allows me to develop my practice, allows me to innovate in the classroom, and really drives the student experience forward”

Dr Adam Shore CMBE, Liverpool Business School



BENEFITS FOR EDUCATORS

CMBE designation

- Use the CMBE designation after your name. The CMBE provides recognition of your expertise, experience and commitment to develop your practice.
- Demonstrate to those you teach, your institution, and the teaching community that you are committed to your practice, your development, and your impact on teaching & learning.

Support for your continuing professional development

- The CMBE gives you access to CPD provision tailored to business and management educators offered by the Chartered ABS. To meet your CMBE commitment to develop your practice you can also undertake relevant CPD through in-house institutional provision or through external providers such as the HEA, so long as it contributes to your development as an educator.
- CMBEs receive discounts to attend Chartered ABS CPD provision.

Progress your career

- The CMBE commitment to CPD provides a framework to support your future career development. Your development may demonstrate your progress to support promotion. The designation enhances your profile, credibility, and shows to employers that you meet our standards for business and management educators.

Access a community and contribute to knowledge

- When you become a CMBE you are joining a community with a shared interest in advancing business and management education.
- You will be able to access and contribute to knowledge, ideas and CPD resources through content on our website, events, workshops and development programmes.
- CMBEs also have the option of joining our peer review scheme to support the development of fellow CMBEs.

Advance business and management education

- The CMBE is your commitment to advancing the quality of learning and teaching in the fields of business and management education.

"I have the HEA and the PGCert, do I need to become a CMBE?"

What makes the CMBE unique is the commitment to ongoing professional development. By using your qualification to become a CMBE you are able to continue to develop your practice year on year.

BENEFITS FOR BUSINESS SCHOOLS

The CMBE advances the development of business and management educators on an ongoing basis through a commitment to continuous professional development. The scheme has been developed in response to increasing pressure on universities, from students and government regulation, to demonstrate and develop teaching excellence.

Support the development and promotion of teaching faculty

- The CMBE provides a CPD framework to support the development and promotion of teaching faculty, and the advancement of the quality of teaching within your institution.
- Include the CMBE as part of your internal professional development framework.

Demonstrate your commitment to teaching quality

- The CMBE provides evidence for TEF submissions.
- Helps meet accreditation standards which require a systematic approach to the continuous professional development of faculty.
- Contributes to PR to support student recruitment and student satisfaction.

CPD Provision

- The CMBE offers CPD provision responsive to the development needs of business school faculty.

Supports faculty recruitment

- The CMBE supports recruitment of 'quality' part-time staff and adjuncts, by being able to identify those that hold a CMBE.

"The CMBE is really important for business schools because it shows that we're investing in teaching"

Dr Liz Warren CMBE, University of Greenwich Business School

HOW TO APPLY?

- Step 1. Check your eligibility
- Step 2. Submit your application
- Step 3. Commit to undertaking CPD

Apply at charteredabs.org/cmbe

Who can apply?

The scheme is for those who teach, or lead learning and teaching activities, in the fields of business and management. This includes educators in the fields of economics, accounting and finance, as well as those delivering business and management education in other schools such as engineering.

The scheme is open to permanent members of staff and adjuncts, and will also be available to relevant educators in non-Chartered ABS business schools.

"I want to make sure that students know that I continuously develop and reflect on my own practice in management education"

Dr Christine Rivers CMBE, Surrey Business School

ELIGIBILITY

Subject to your qualifications and experience, there are two ways to participate in the scheme – the Certified Management & Business Educator and the Associate Management & Business Educator.

Certified Management & Business Educator

Individuals must meet each of the following criteria:

1. Complies with at least ONE of the following entry standards:
 - a. **Qualification and Experience:**
 - i. holds a teaching qualification accepted by the Chartered ABS (minimum HEA Fellow, PGCert in teaching, or equivalent) AND
 - ii. has been educating in a higher education institution (which can include leading key learning and teaching activities) for the previous year and for at least a total of 3 out of the last 5 years
 - b. **Extensive Experience without Qualification:**
 - i. has been teaching in a higher education institution for more than 5 years AND
 - ii. can evidence delivering teaching, or leading key learning and teaching activities, for at least the equivalent number of hours as 20% of FTE per year
 - c. **Via AMBE route:**
 - i. has completed 3 years CPD as an Associate Management & Business Educator (see below)
2. Is currently an active educator in a higher education institution (teaching in English) - either by directly providing teaching & learning to students, or by leading key learning and teaching activities in the fields of business and management.
3. Is able to identify and outline their own development needs at the beginning of each year.
4. Commits to undertake 40 hours CPD within the next 12 months.
5. Commits to being able to provide evidence of CPD undertaken, with supporting reflective statements, if required to do so.

Associate Management & Business Educator

Individuals who do not meet the CMBE criteria and wish to work towards it can do so if they meet the following criteria:

1. Is currently an active educator in a business school (teaching in English) - either by directly providing teaching & learning to students, or by leading key learning and teaching activities, in the fields of business and management.
2. Is able to identify and outline their own development needs at the beginning of each year.
3. Commits to undertake 40 hours CPD within the next 12 months.
4. Commits to being able to provide evidence of CPD undertaken, with supporting reflective statements, if required to do so.

MEETING YOUR COMMITMENT TO CPD

Our framework supports educators to develop their practice according to their development needs across:

- Enhancing teaching & learning practice
- Scholarship of teaching & learning
- Academic leadership

Staying up to date is straightforward. CMBEs must complete 40 units of CPD annually in accordance with the claimable activities and outputs. Individuals must keep a record of their development should they be audited.

How are CPD units counted?

- One unit is equal or equivalent to one hour spent on a suitable CPD activity or development leading to an output
- At least 21 of these units must be verifiable
- Part time staff can complete a pro-rated number of units

What counts as CPD?

The scheme recognises the commitment of subscribers to undertake CPD on an hourly basis leading to the development and improvement of practice. The scheme also recognises that a key part of the role of a business educator lies in the production of outputs. Credit cannot be claimed for the development of the outputs themselves, but credit can be claimed for the reflection and development leading to the output and must be described in a reflective statement.

Visit the website for a list of examples of CPD activities and sample submissions of typical CMBE subscribers:
charteredabs.org/cmbc

"It will help encourage and support academics to deliver and share best practice around learning, teaching and assessment"

Karen Robins CMBE, University of Hertfordshire Business School

WEIGHTING OF CPD ACTIVITIES AND INDICATIVE EVIDENCE

In the table below we list the various categories of activity and output with the maximum number of CPD units claimable for each type of activity. The units can be pro-rated for part time faculty. Individuals cannot claim the same activity as evidence more than once.

ACTIVITY/OUTPUT	MAXIMUM UNITS CLAIMABLE PER YEAR	INDICATIVE EVIDENCE
<p>Qualification studies Undertaking further education studies including recognised qualifications at degree, award, certificate, diploma, and Masters levels such as PG Cert and MEd, or the HEA fellowships.</p>	Up to 20 units	Certificate from awarding body
<p>Training programme participation (including relevant technology training) Attending open (short course) and in-company training plus other modes of training with Chartered ABS or other relevant training organisations. These can be face-to-face or online.</p>	Up to 20 units	Certificate of attendance Copy of signed register
<p>Design of learning and teaching, including research-led teaching Reflection and development leading to the design and redesign of programmes, courses and learning materials, including face-to-face, blended and online learning and teaching</p>	Up to 20 units	Institutional course approval documentation plus a reflective statement
<p>Scholarly outputs specific to developing educational practice Authoring books, papers and articles for public publication, including producing formal conference papers and presentations for conference proceedings in relation to developing teaching practice.</p>	Up to 20 units	PDF of article URL of online journal Link to relevant repository
<p>Event participation Attending events relevant to learning & teaching, excluding social or strictly networking meetings but including conferences, exhibitions, seminars, workshops, briefings, topical meetings, etc.</p>	Up to 15 units	Copy of signed register Acknowledgement of attendance by organiser
<p>Imparting knowledge specific to developing educational practice Teaching, tutoring, lecturing and speaking including public presentations to conference and event audiences, as well as coaching and mentoring.</p>	Up to 15 units	Course handbook Lecture notes/handouts Conference proceedings Copy of mentoring forms (redacted)
<p>Reflection and development Reading and reflection leading to development of outputs that are not covered elsewhere including those related to SoTL. This could include keeping up-to-date with subject knowledge in your discipline. For example: reflection about one's personal development for the upcoming period by conducting a needs analysis.</p>	Up to 10 units	A reflective statement indicating how this led/will lead to the development of practice in the future
<p>Academic Leadership Supporting strategic development of the department's educational provision (undergraduate, taught postgraduate and research degree programmes) in order to achieve excellence in this provision, and as appropriate ensuring that education provision is consistent with frameworks from the university/faculty/accrediting and professional bodies for quality and standards. Working to support sharing of good practice across/within the department. Engaging with, influencing and supporting colleagues within own department, including attending/chairing learning and teaching committees, setting up and monitoring appropriate mentoring schemes, taking a lead on internal events such as learning and teaching conferences.</p>	Up to 10 units	Minutes Letter from line manager A reflective statement indicating how this led/will lead to the development of practice in the future
<p>Community contributions Active involvement in Chartered ABS working groups, examinations boards, advisory councils, regional boards, project groups or committees. Also includes participation in similar activities for other organisations and community groups (e.g. charitable trusts, school associations) where you are active in advancing business and management education. This could also include accrediting body contributions. Subscribers who are part of the CMBE Peer Review scheme can also claim here.</p>	Up to 5 units	Minutes Letter of appointment Contract of employment
<p>Related private studies Extra-curricular studies or research contributing to your professional development over and above the routine demands of your work.</p>	Up to 5 units	Certificate/evidence of completion A reflective statement indicating how this led/will lead to the development of practice in the future

ANNUAL SUBMISSION AND DECLARATION

Every subscriber will have to make an annual declaration to confirm that they have fulfilled their commitment to undertake CPD in accordance with the scheme's criteria. They must do so during the 12th month of their subscription.

Each subscriber has a private profile on the Chartered ABS website through which they have the option to keep an up-to-date log of their CPD activity throughout the year. It is not mandatory to maintain a profile but, if audited, a user must be able to evidence the CPD they have undertaken by making a complete submission through their online profile.

Subscribers who are selected for the annual audit will have to submit evidence to support their submission. Evidence submitted must be supported by reflective statements on how the CPD activity undertaken is relevant to their development.

It is the responsibility of the subscriber to maintain a record of evidence of all CPD undertaken.

FEES

The annual subscription fee for CMBEs and AMBEs is £100.

The fee is payable once your application has been approved.

Apply at charteredabs.org/cmbe

ENQUIRIES

If you have any questions please contact the CMBE team at the Chartered ABS:

Tel: 020 7634 9592

Email: cmbe@charteredabs.org





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