



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Council

March 27, 2023

Present: Alex Binder, Din Cortes, Chelsey Decker, Paul Grimes, Holly Kent, Anil Lal, Sang Lee, Mimi Morrison, Lynn Murray, Mary Judene Nance, Wei Sha, Larry Woodward. Absent: Mary Jo Goedeke (excused), David Hogard (excused)

- I. Program Updates
 - a. Accounting – Goedeke – absent (VITA clients)
 - b. Business Economics – Lal – met with Aaron Hurt to discuss recruiting international students. Stated their discussion was that data analytics is a potential strong emphasis for undergraduate students. The program could be marketed by preparing a new flyer for international students and/or host a live webinar in particular areas; promoting STEM designation.
 - c. Business Studies – Hogard – absent (student advising)
 - d. Computer Information Systems – Sha – Dr. Choi is working on new wording for CIS recruiting pamphlets
 - e. Finance – Woodward – Finance Club taking trip to Las Vegas; data analytics task force meeting will be scheduled soon.
 - f. International Business – Khan – concerned that viable research is needed before phasing out the IB program.
 - g. Management – S. Lee – working on 3+1 program with Seoul Tech in Korea (start spring 2024). There will be no summer program this year. The book drive is complete with 600 lbs. of books – working on finding low cost way to transport books to California. Need volunteers to teach in Africa this summer – must pay own transportation costs.
 - h. Marketing – Nance – Phillip Frank, new marketing hire has found a home in Pittsburg area and will teach this summer for us.
- II. Administrative
 - a. Campus
 1. University Strategic Plan released last week – this should be informative for next year’s college planning. All are encouraged to read, discuss and offer suggestions for how to align next college plan with new university plan. A new Kelce Strategic Plan will need to be built after next fall’s AACSB visit.
 2. University website redesign; first pages now live; academic affairs pages now pushed to “summer” – all KLC and faculty are asked to review; college pages are now more difficult to find.
 3. KBOR Campus Visit; Gorilla Rising project to be highlighted (in April) – Dr. Davidsson and Dr. Grimes are on the agenda for the KBOR meeting.
 - b. College
 1. New Kelce Center for Student Engagement and Support now open for business – Holly Kent, Director
 2. Kelce Awards Ceremony, Friday April 7th, need to identify faculty presenters for scholarships. Program coordinators will give names to Mimi by Friday.
- III. International Business Program
 - a. Update from subgroup working to bring back proposal for further consideration (see FC report below)
- IV. AACSB Accreditation Checklist of Upcoming Items
 - a. Finalize each faculty member’s AACSB Qualifications and time devoted to mission; part-timers still to do
 - b. Conduct Faculty Survey – teaching, engagement, and scholarship impact (due **Friday, May 5th**) – KLC was asked to review the survey, engagement and impact pages used last year and suggest revisions/additions; discussed including online and in person course pedagogy separately
 - c. PRT Chair’s pre-visit; Dean Robin Sronce rescheduled to **Wednesday, May 3rd** (Dead Week) - still need to set schedule for the visit
 - d. Peer Review Team visit date, November 5th throughout 7th
 - e. Risk Assessment – mitigation plans; Alex and Nancy George (see Faculty Chair report below)
 - f. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
 - g. Continuing work on Continuous Improvement Review (CIR) Report; working on updating tables

- V. Current “to do” items:
- a. Schedule spring meeting of KBOA and develop agenda
 - b. Schedule computer labs consolidation and relocation of CIS specialty lab
 - c. Revise College Bylaws to reflect new DSRE instead of DAACR
 - d. Development of Health Care Administration Emphasis for MBA
 - e. Annual Faculty Awards determination
- VI. Administrative Updates
- a. ADGSB – Cortes – graduate AOL has met on Health Care emphasis for PMBA; 4 business students have been identified and approved to go to Taiwan summer camps – camp starts June 26 for 3 weeks. Dr. Cortes will be teaching in Taiwan and Paraguay this summer.
 - b. ADMIN – Morrison - Awards ceremony is April 7 at 6:00 p.m.; Faculty Awards – May 8
 - c. ADUSB – Murray – state high school FBLA is in Topeka this week; Kelce picnic is May 2; BGS will be at 2:00 p.m. on Friday, May 12; this coming Thursday Lindsay Carson Young, Outstanding Alum will be on campus. Coffee with faculty will be at 9:30 a.m. and with students at 10:30 a.m. – both in 121 Kelce; Olathe South visiting Pitt State on 04/06; Women at Work luncheon is this Friday – need more students to attend; Angela Neria will do workshop before W@W luncheon; need help with Gorilla Showcase on Saturday, 04/15 from 9:30 a.m. to Noon
 - d. DGBP – Decker – MBA advising is underway; MBA commencement reception is May 12 from 3:00-4:15 p.m. at the Bicknell Center; distributed new promotional items – bookmarks and GA brochure; have already hired 8 graduate assistants for next fall; 2 students traveling to France for LaRoche dual degree program this fall.
 - e. DSRE – Kent – setting up training across campus; working on hiring student employees and internship coordinator (funded by PMBA).
 - f. FC – Binder – distributed and discussed working copy of general risk analysis and remediation plan – send feedback and input to Dr. Binder; distributed information about IB major and making it a concentration under another major – discussion – we could keep IB as a concentration under Economics or as a minor under any another major; Admin search interviews are this week.
- VII. Adjourn – 12:30 p.m.

Spring 2023 Dates to Remember:

April 2 – Early Enrollment opens
 April 3 – Deadline for graduation applications
 April 3 – Last day to drop w/W
 April 7 – Kelce Awards Ceremony
 April 10 – Transfer Enrollment opens
 April 27 – Last day to withdraw
 May 1 – Dead Week begins
 May 2 – Kelce Picnic
 May 8 – Finals week begins
 May 8 – Faculty meeting & faculty awards
 May 8 – Kelce General Faculty Meeting
 May 8 – Kelce Faculty Awards
 May 12 & 13 – Commencements
 May 17 – Final Grades due

Risk Analysis and Remediation Plan

Monitoring, evaluating, and mitigating risk are important aspects of the strategic planning process. Our risk remediation plan provides a general framework for managing the risks the College faces. Risk remediation requires both an understanding of the degree and nature of the risk. The former speaks to the urgency to which it needs addressed and the latter to the stakeholders best positioned to address it.

To that end, each risk will be assessed for its category and level. There are three categories (operational, financial, and reputational) and three levels (low, medium, and high). Each action item will be assessed initially by the Kelce Leadership Team for its risk category and level and will be assigned to responsible parties. Responsible parties are those tasked with addressing or accomplishing the action items. Action items with a low risk level will be monitored annually by the responsible parties. Action items with a medium risk level will be monitored semiannually by the responsible parties. Additionally, the responsible parties will be tasked with developing a plan to address the risk, executing the plan, and reporting their progress to KLT. Action items with a high risk level will be assigned to KLT for monitoring. Additionally, KLT will develop an ad hoc task force to develop and execute a risk mitigation plan and report to KLT monthly.

The responsible parties for each action item will be chosen based on their competency and mission pertaining to the action item.

Table 1

	Who	What	When
Operational - Low	Responsible Parties	Monitor risk + execute action items	Annually
Operational - Medium	Responsible Parties	Plan to address risk + Execute plan + Report to KLT	Semi-annually
Operational - High	KLT	Ad Hoc Task Force	Monthly
Financial - Low	Responsible Parties	Monitor risk + action items	Annually
Financial - Medium	Responsible Parties	Plan to address risk + Execute plan + Report to KLT	Semi-annually
Financial - High	KLT	Ad Hoc Task Force	Monthly
Reputational - Low	Responsible Parties	Monitor risk + action items	Annually
Reputational - Medium	Responsible Parties	Plan to address risk + Execute plan + Report to KLT	Semi-annually
Reputational - High	KLT	Ad Hoc Task Force	Monthly

For example:

Goal 2: Relevance

Objective 2.1 Align all undergraduate and graduate programs with workforce expectations and regional employment trends.

Action item: Systematically analyze regional employment data and conduct benchmarking of curricular offerings with peer schools.

Risk assessment: Operational – High

Responsible parties: KLT, KLC

Plan: Develop an ad hoc task force and monitor monthly

Goal 3: Growth

Objective 3.3 Implement recruitment activities to optimize enrollments relative to capacity.

Action item: Establish and maintain a Kelce College presence at local college fairs and graduate school fairs.

Risk assessment: Operational – Low

Responsible parties: Director of Student Relations and Engagement, Student Recruitment and Retention Committee

Plan: execute action item and monitor risk annually

KELCE GRADUATE ASSISTANTSHIP

A great way to fund your graduate studies is to apply for a Kelce Graduate Assistant (GA) position. The Kelce College of Business offers GA positions each semester with various faculty/staff members. GA positions are competitive, and it is encouraged that you apply early on Handshake (see back of brochure for details).



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Graduate Programs:

Chelsey Decker

Director of Graduate Business Programs
cdecker@pittstate.edu

(620) 235-4109

Additional PSU Contacts:

Registrar

registrar@pittstate.edu

(620) 235-4200

Financial Aid

finaid@pittstate.edu

(620) 235-4240

Gorilla Geeks Tech Support

geeks@pittstate.edu

(620) 235-4600

Need Enrollment Assistance?

Contact your
Enrollment Specialist at:

(888) 712-3017



degree.pittstate.edu



Important 2023 Online Professional MBA Dates

Spring 1, 2023



Registration
Opens



Registration
Deadline



Payment
Deadline



Start
Date

Spring 2, 2023



Registration
Opens



Registration
Deadline



Payment
Deadline



Start
Date

Summer, 2023



Registration
Opens



Registration
Deadline



Payment
Deadline



Start
Date

Fall 1, 2023



Registration
Opens



Registration
Deadline



Payment
Deadline



Start
Date

Fall 2, 2023



Registration
Opens



Registration
Deadline



Payment
Deadline



Start
Date

FAQ

How many credit hours do I need to be enrolled in?

GAs must enroll in and complete at least 6 hours of graduate credit that are required for their degree. International GAs must enroll in and complete at least 9 credit hours, 6 hours of which must be graduate-level.

How many hours per week will I work in Kelce as a GA?

GAs will work 20 hours per week in Kelce.

Who will I be assigned with as a Kelce GA?

Your faculty/staff assignment will be given to you prior to your first semester as a GA.

What responsibilities will I be given as a GA?

Some responsibilities include, but are not limited to, assisting faculty in the preparation of course materials, grading assignments, proctoring exams, research, teaching, and more.

Will my tuition/fees be paid for if I am offered a Kelce GA position?

Tuition/fees are completely paid for as a Kelce GA.

Will I earn a stipend in addition to my tuition/fees being paid for?

Yes, Kelce GAs earn a bi-weekly stipend.

STEPS TO APPLY

1

Apply and be admitted to the Kelce Graduate School of Business

2

Apply to Kelce GA position in Handshake
*resume, cover letter, and three references required



SCAN TO APPLY

ADDITIONAL QUESTIONS?

Chelsey Decker, M.S.Ed.
Director of Graduate Business Programs
cdecker@pittstate.edu | (620)-235-4109