



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Council
11:00 a.m. – Room #121
August 30, 2024

Present: Chelsey Decker, Lynn Murray, Holly Kent, Paul Grimes, Alex Binder, Mary Nance, Wei Sha, Anil Lal, Mary Goedeke, Jenni Hall, Melissa Weed. **Absent:** Sang Lee, Larry Woodward

- I. Dean's Administrative Update
 - a. HRD transition – President Shipp and Provost Bon have signed off on our transition plan; committee formed to be co-chaired by Alex and Judy (see attached memo). 3 faculty will move to Kelce by January. The Provost's Office will work with VP Ball to review accounts to ensure HRD lines and resources are transferred to the KCOB.
 - b. Provost Bon informed me yesterday that the PAL recommended elimination of the WTL requirement for undergraduate degree programs.
 - c. Charge memo going out to accounting faculty to work on MPAcc restructuring. Will determine how to expand admissions beyond the 4+1 format to grow enrollment; exploring online options.
 - d. New Building
 1. VP Ball informed me that the transfer of ownership for land is progressing; confirmed that ATM will need to stay; environmental site testing forthcoming (old fuel storage tank in ground, on SE corner).
 2. VP Naccarato – quote in *Morning Sun* regarding the new children's development center and KCOB.
 - e. Substitutions and Waivers – Question from Angie in Registrar's Office; who approves within Kelce and in Advising Center? See attachment – determine response
 1. The Chair and associate dean have the authority for substitutions/waivers for undergraduate major college requirements. PC's will approve major-specific substitutions or waivers.
 2. Holly and Alex will meet with Academic Advising on 09/09 to discuss how they are processing substitutions and course waivers; provide direction and instruction
 3. Program coordinators are contacted directly by Academic Advising for responses regarding major-specific issues. Centralized Advisors are not allowed to substitute/waive courses without approval from KCOB.
 - f. Paul to be out of office September 23 and 24; Susquehanna University (PA) for an AACSB reaffirmation visit
- II. Program and Outreach Coordinator Updates
 - a. Accounting – Mary Jo: working on course schedules; MPAcc; scheduling "meet your mentor" session for students on Sept 5 with all mentees in accounting – plan to do this every fall; discussed having a session in the college for all majors. Will put together a steering group to determine how mentors and mentees make contact.
 - b. Business Economics/International Business – Anil: interacting with new faculty member, D.J.; discussing Economics internships with Melissa – she is the instructor of record for most of the major internships; currently have 10 IB majors completing the program.
 - c. Business Studies – Holly: Business Studies majors are coming to her as a mentor – appears that many may transition out of this area; will host an event for her mentees this semester.

- d. DSIS: – Wei: working on creating emphasis in DS for the PMBA program and possibly the traditional MBA program; met with DSIS faculty regarding what courses to offer in the coming semesters; faculty were asked to share how many in courses are CS or DSIS students; talked about changing GPA requirements for DSIS BBA.
- e. Finance – Larry: absent; no report.
- f. Management – Sang: absent; no report.
- g. Marketing – Mary Judene: will have the Marketing faculty gathering on Oct. 2; Student marketing association is having a meeting on Wednesday, Sept 4; clarification of rules for students changing from MBA to PMBA – we have had students who have done this – work with Chelsey to ensure smooth transition.
- h. Internships – Melissa: her GA gathered information on summer internships who did not receive course credit for their internships (manned a table in the hallway) – close to 40 students reported no-credit internships this past summer! Previously these placements were not tracked; plan to start an internship reception with students who have completed internship experiences – employers would also be invited to provide info to those interested; discussed micro internships; handbook being finalized to provide info to those interested in internships.
- i. Development – Jenni: updates: golf tourney is Oct. 7 – will need student assistants to help; Presidents Society celebration is September 20 – need trophies to display to match up with their theme of “Champions”; discussed individuals who wish to come speak to classes for recruiting purposes; will start tracking alumni engagement; new stage from Apex (Todd Allison) – will be available across campus – managed through John Bartlows office – to be called the “Kelce MBA Stage” – will eventually sell advertising on the stage for MBA scholarships.

III. Administrative Area Updates

- a. ADMIN – Mimi: we now have access to add events to the Pitt State web page.
- b. ADUSB – Lynn: Kelce picnic is Sept 3; have started regular postings to social media (Jayden is working on this) – working on increasing followers; Evan will do posters for us; recruiting events coming up – majors fair is Sept 18; Rumble in the Jungle is Oct 5; working toward Entrepreneurship classes; will be hosting session with adjuncts; Women@Work had their first session this week – planning events for semester.
- c. DGBP – Chelsey: new GA directory is updated and online; new international students are here now; DSIS emphasis in PMBA – will need to integrate into the PMBA course carousel; could attend mentorship meetings to promote MBA; working on scheduling fall online instructor meeting in September.
- d. DSES – Holly: gave out 13 insurance scholarships this semester; working on getting students to sign code of ethics as soon as they declare a business major; meeting with Academic Advising next week – new advisor – Jennifer Lawrence; working on Kelce Connection; working on course updates and numbering for internships; GA project on AI – will work on this semester.
- f. FC – Alex: HRD task force meets next week – give input to Alex; working on course schedule for next semester; summer schedule is also due soon; needs info from all faculty about courses that have zero textbook costs; working on spreadsheets for prerequisites and schedule rotation; need to work on roadmaps for all majors; will schedule spring meetings with faculty to meet a desire for more frequent gatherings.

IV. Personnel

- a. Hiring Updates - Faculty
 - Assistant Instructional Professor of Marketing (NTE) – small applicant pool; in the spring will assemble a search for the TE faculty member in marketing – start date of 2026
 - Assistant Instructional Professor of Accounting and Finance (NTE) – start process
 - Assistant Professor of Economics (TE) – start process
- b. Hiring Updates – Professional Staff
 - Entrepreneurship Coordinator – applications being reviewed
 - Assistant Dean for Graduate Business Programs – approved by President’s Office
 - Assessment and Accreditation Coordinator – Committee appointed
 - Econometrician (with EDCE) – finalizing PD and funding sources
 - Data Analyst (with EDCE) – finalizing PD and funding sources

V. Old or New Business - none

VI. Adjourn – 1:30pm

Fall Dates to Remember:

September 2 – Labor Day holiday
September 3 – Kelce Picnic
October 5 – Rumble in the Jungle
October 7 – 15th Annual Kelce Golf Tournament
October 14 – Midsemester grades due
October 15 – Economic Outlook Conference
October 18 – KBOA Fall Meeting
October 19 – Homecoming Saturday
November 4 – Last day to drop a single course
November 22 – Last day of classes before Thanksgiving Break
November 26 – Last day to withdraw from semester
December 2 – Classes resume / Dead Week begins
December 9 – Finals Week begins
December 13 – Semester closes
December 13 – Commencement
December 17 – Final Grades Due to Registrar's Office



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Pittsburg State University

1701 South Broadway
Pittsburg, KS 66762-7539
Phone: (620) 235-4598
cob@pittstate.edu
www.pittstate.edu/business

To: Alex Binder, Chelsey Decker, Lori Scott Dreiling, Mark Johnson, Krissy Lewis, Lynn Murray, Judy Smetana

From: Paul W. Grimes, Dean, Gladys A. Kelce College of Business
Judy Smetana, Interim Associate Dean, College of Technology

Re: Human Resource Development Transition Task Force Appointment and Charge

Date: August 21, 2024

You are hereby appointed to serve on the Human Resource Development Transition Task Force to ensure the successful relocation of the Human Resource Development (HRD) degree programs from the College of Technology (COT) to the Kelce College of Business (KCOB). Drs. Binder and Smetana will serve as Co-Chairs for the group. Please be prepared to meet weekly or as needed. A number of specific tasks are necessary to convert both the undergraduate and graduate HRD degrees from technology-based to business-based programs. Your collective charge is to complete the following steps:

Undergraduate:

- Construction and legislation of a program of study, using existing HRD and KCOB courses, for a BBA in Human Resource Development, including an emphasis in Supervision and Leadership, to be taught fully online as a finishing 2+2 degree program. Ensure that the program is in-sync with KBOR's system-wide Associate degree in Business for seamless transfer from state community colleges.
- Development and legislation of face-to-face HRD credentials for traditional on-campus undergraduate students. Create a plan to roll out a face-to-face certificate and minor in the short-run and a full face-to-face major in the long-run. Explore creation of an HR emphasis under the BBA in Management degree as an interim step.

Graduate:

- Construction and legislation of a new program of study for the MSHRD to be taught fully online using existing HRD and PMBA courses. Curriculum should take advantage of the synergies provided by the courses offered for existing graduate programs in KCOB.
- Explore the option of offering the MSHRD in parallel with online MBA program using our OPM, Risepoint, to leverage efficiencies in recruiting and retention. This would necessitate converting MSHRD courses to a 7-week format and the adoption of a financial/tuition model to support the program. Make a recommendation concerning this or alternative options for program delivery.

Overall Curricula:

- Determine which existing HRD courses will be necessary to support the new KCOB HRD degree programs and credentials and which courses should be left to support current and future academic programming in the COT (such as a BST major in supervision).
- After identification of courses needed to support the new KCOB HRD programs, work with the Registrar's Office to transfer those HRD courses from COT to KCOB. COT will then need to legislate new course prefixes for those courses left behind.
- Make a recommendation on how to manage new HRD students seeking admission into the COT HRD programs prior to approval of new KCOB HRD degrees.
- Determine when to close new admissions to the COT HRD undergraduate and graduate degrees.

Note that your charge focuses on curriculum design, courses, and program management. Specific tasks and back office operations with transitioning both human and financial resources from COT to KCOB will be overseen by the Provost's Office and Drs. Grimes and Smetana. The final decision regarding the delivery of the MSHRD in cooperation with our OPM will be made by them in consultation with the VP for Business, Finance, and Facilities, Doug Ball.

Our shared goal is to complete the transition in a timely manner. Approval for the new degree programs will need to proceed through the normal on-campus curricular legislative processes and will require communication with KBOR. To accomplish this, *please ensure that all necessary paperwork is submitted into the legislative process before the last scheduled Faculty Senate meeting of the Fall 2024 semester.*

As you work on program development, please approach the task with an innovative spirit and consider how these degrees programs are poised to prepare our students for a changing workforce environment and the dynamic technological advances affecting business and industry.

Thank you in advance for this important work!

cc: Dr. Dan Shipp, President
Dr. Susan Bon, Executive Vice President and Provost

Approvals

Angie Davidson <adavidson@pittstate.edu>

Thu 8/29/2024 2:08 PM

To: Paul Grimes <pgrimes@pittstate.edu>

Dr. Grimes,

Due to changes in personnel, I wanted to reach out to you concerning who has authority for subs/waivers in Kelce.

In the past, Dr. Binder, as faculty chair, could make any core or major decisions. Any dean level items, I requested from you.

Are there still program-specific coordinators for the Kelce Undergraduate School of Business? Should anything relating to the major itself be sent to the Program Coordinators? Who can I contact for an updated list of the coordinators at the beginning of each academic year?

Now that Kinley is gone, is there anybody in the Academic Advising Office that has authority to approve subs or waivers in the Kelce core or majors.

I'm sorry I have to bother you again.

Thank you in advance for the clarification.

Angie

Angie Davidson

Assistant Registrar for Degree Certification

(620) 235-4217