

KELCE COLLEGE OF BUSINESS
Opening Meeting Spring 2008

January 16, 2008

FACULTY PRESENT: **Accounting:** Ms. Becky Casey, Dr. Jack Fay, Dr. Rebekah Heath, Mr. Chris Hines, Dr. David O'Bryan, Ms. Mary Polfer, Dr. Melvin Roush; **Computer Science/Information Systems:** Dr. Maeve Cummings, Dr. Felix Dreher, Dr. Jim Harris, Dr. Wei Sha, Mr. Dwight Strong; **Economics:** Dr. Kevin Bracker, Dr. Dean Cortes, Dr. Chuck Fischer, Ms. June Freund, Dr. Mike Muoghalu, Dr. Ken Smith, **Management and Marketing:** Dr. Mujtaba Ahsan, Dr. Don Baack, Dr. Thomas Box, Dr. Art Fischer, Dr. Chris Fogliasso, Dr. Eric Harris, Dr. Lynn Murray, Ms. Paula Palmer, Ms. Shipra Paul, Ms. Mary Wachter, Ms. Kristen Zafuta; **Tech/Instructional Support:** Mr. Chris Fleury, Ms. Dee Lankford; **Dean's Office:** Dr. Richard Dearth, Ms. Mimi Morrison.

FACULTY ABSENT: **Computer Science/Information Systems:** Dr. Kailash Chandra; **Economics:** Dr. Anil Lal, Dr. Connie Shum; **Management and Marketing:** Dr. Henry Crouch, Dr. Choong Lee, Dr. Jay van Wyk

1. **INTRODUCTIONS:** Dr. Eric Harris introduced Ms. Paula Palmer new Administrative Specialist for Management and Marketing
2. **INSTRUCTIONAL SUPPORT CONSULTANT** – Ms. Dee Lankford addressed the faculty on these topics:
 - a. **Questions about Angel and or other technology**
 - Dee reminded faculty that the remotes in classrooms are not all the same – the remotes that are used came with the projectors
 - Angel: Faculty are asked to request if courses are to be set up in Angel. This procedure is just like faculty used in BlackBoard. The batches are run in OIS 2-3 in times per day. Dee also stated that faculty may copy content from previous courses. 3 semesters of courses are backlogged in the system. Dee will send out documentation on how to access previous semester courses
 - b. **Instruction on new remote control for classroom technology**
 - The new infrared remote controls have been ordered for each classroom in Kelce and the computer labs. Dee made a brief presentation on the remotes and asked that faculty see her for further instruction.

Dee reminded faculty to be sure to turn projectors off because the life of the bulbs is limited and the bulbs are very costly

Faculty may contact Dee at lankford@pittstate.edu for assistance with Angel and other classroom technology.

Chris Fleury informed faculty that computers in north lab will all be replaced. He will be asking faculty which software needs to be on those computers.

3. SUMMER SCHOOL

Dr. Dearth stated that department Chairs will announce the summer schedules soon. If faculty are teaching in the summer the new start times are 8:00 a.m., 10:30 a.m., 1:00 p.m. and 3:30 p.m. At the option of the instructor summer classes may be delivered in a 2.5 hour class period in a four day week or in the traditional 1 hour and 50 minute class for a five day week. The subject of start and end times for courses will be re-visited after this summer to see how well these times/days are received. Faculty members are asked to contact their Chair if there are questions about scheduling. There was some discussion on courses that have labs involved with them and the time that might be required for such courses.

4. YOUNGMAN –

Dr. Dearth informed faculty that the Youngman funding amounts vary every summer and distributed applications for this summer. These policies have been revised by the Chairs and the Dean.

- a. Applications for Youngman summer funding for faculty should be made on forms provided. Modified rules have been included.
- b. Amount – If every one who is eligible applies and is accepted the amount will be between 55%- and 60% of 1/9 of the 9 month salary. Amount could be different if not everyone applies, or not everyone is accepted.
- c. Dr. Dearth asked faculty to report on SU 07 projects if those have not been done. We need to have accountability in order to have a track record for AACSB. This is a part of a financial strategy standard that will be included with accreditation.

5. FACULTY SEARCH UPDATE:

- a. Accounting – Mrs. Casey gave a brief reporting on their faculty search and thanked Dr. Heath for volunteering to head the search committee. There are 7 candidates whose resumes submitted so far and will be reviewed by the committee to determine if they should be brought in for interviews.
- b. Management and Marketing – Dr. Harris reported that Dr. Crouch is the Chair for the Search Committee for the Assistant/Associate Professor of Marketing and Dr. Murray and Dr. Fischer are committee members. He is hopeful to have someone on board by August 2008. Dr. Murray is planning to attend the American Marketing Association Meeting in Austin in March and will recruit at that meeting.
- c. Economics and Finance – Dr. Cortes informed College of Business faculty that Economics just got new Lecturer position approved. The Vice President for Academic Affairs approved this position in order to reduce class sizes of introductory courses. Their search will include candidates with MA or MBA in Economics. Dr. Smith and Dr. Lal are on the Search Committee for this Lecturer position.

6. PROGRAM REVIEW:

The College of Business will be reviewed in the Spring of 2008. Chairs and every faculty member will be responsible for the defense of every program in the respective departments. Work on Program Review should be beginning soon.

Dr. Dearth explained to faculty that Program Review is an exercise that each college goes through that results in a report to Board of Regents. We are required to provide justification for every program on quality and effectiveness. This process starts at the

university level where they will evaluate reports and presentations made from faculty and chairs. This will then result in a meeting that will go before the committee to which all faculty are required to attend and justify their particular programs. Each Chair has Program Review document templates and have begun work on their particular areas. This is a faculty driven project.

Chairs will be calling on faculty for lots of help with Program Review. Dr. Dearth was on the Program Review Committee last year for the College of Arts & Sciences. The model for Program Review has been changed because of changes in administration in Academic Affairs. Dr. Scott has a very serious interest in the Program Review process. The deficiencies noted for other colleges were largely in support areas and assessment data.

7. STRATEGIC PLANNING AND ASSESSMENT COMMITTEES

- a. The Strategic Planning Committee and Assessment Committees have met during the Fall Semester and will make recommendations about Strategic Plan Changes and Curriculum changes from an analysis of the assessment data. This committee will need to have more meetings with before conclusions/ recommendations are made.

8. ENROLLMENT INFORMATION UPDATE:

Dr. Dearth receives data on enrollment trends at PSU. The information that he has received for the SP 08 semester so far shows that the College has 204 students more than at this point during the SP 07 semester – we current have 6024 students enrolled. Spring enrollment is historically lower than fall enrollment.

9. NEW BUILDING UPDATE:

The design for the new College of Business building that was prepared last spring received a substantial amount of criticism and it was decided that it should be re-designed. The PSU architect is in the process preparing a new floor plan and schematic that should be available for viewing within the next month. This new building design is substantially smaller than original design.

10. COMMITTEE ASSIGNMENTS:

a. Ad Hoc Committees

- i. Mini MBA – This is a certificate program will be taught to people who are at different levels of management in organizations where they need additional skills. The Mini MBA certificate program fits into the strategy to make more money for the college. Chairs have been looking for faculty who would like to be on this committee. Faculty are asked to let their Chair know if they are interested in serving on this committee
- ii. BBA Experience – This program would be set up for students similar to the current MBA Experience Program. We are still identifying some weaknesses in the BBA program that we don't know how to address in course material, specifically in the area of cultural concerns. Writing is one of the areas that needs to be improved upon and should be added to this BBA Experience. We would also like help students achieve better oral presentation skills. This committee might also look at computer literacy.
- iii. International Experience – This is more related to the Department of Management and Marketing. International Experience requirements need

to be studied more. Currently there are problems with the old rules as they affect international students on single entry visas.

- iv. Student Responsibility Code – The PSU code is very old and is listed in the current PSU catalog. AACSB requires us to have a code of ethics for faculty and students. We want to establish a committee to properly identify what is expected of the students in a business school setting.

11. STUDENT TECHNOLOGY PURCHASES:

Under consideration are the following items: These have been approved by the student leadership committees.

CPUs for Accounting Lab (6)

Network Drops for Accounting Lab (4)

Printer for Accounting Lab

Accounting Software (41)

CPUs for North Kelce Lab (35)

Presentation Remote Control Kit

50" Flat Panel Plasma T.V.'s for 224 (2)

Additional; Study Table and Chairs for center room in lab.

12. AACSB UPDATE: Team will be here the first week-end in October (Sunday-Tuesday)

- a. Dr. Patricia Cantrell, Dean, University of Central Arkansas will be here as a consultant on January 22, 23 and 24. Dr. Dearth will be putting together a schedule for her visit. She would like to visit with as many faculty as possible since accreditation is faculty driven. We are working on making the facility more attractive. Most changes will be cosmetic.
- b. Assessment: Distributed Academic Assessment Program hand-out that has been re-organized. Several items have been changed and instructors have been changed. Faculty are asked to look over this document and give input to their Chair or the Dean.
- c. Syllabi Reflecting the Teaching of Ethical Decision Making. Faculty should list in their syllabi if ethical decision making is included in any part of their courses. If they are responsible for any direct assessment the assessment activity should be a course requirement.
- d. Faculty Publications: The Dean's office will be calling for hard copies of all faculty publications for review in October by the full team from AACSB. Faculty are asked to provide hard copies of all publications from July 2003 through July 2008. The Dean's office will be provided faculty with a list of what has been submitted to the Dean's office in the very near future.

- 13. **FUNDING FOR FACULTY COMPUTERS** - We want to set up a 3-4 year replacement schedule, for computers for faculty use. Lap-top computers (with docking stations, monitors and mouse) are to be favored over desk top models. Replacement is now need-based. We need to establish a list of faculty computers and equipment that needs to be replaced. Chairs are to submit computer replacement wish list to the Dean next week.

- 14. **BRAND IDENTITY STANDARDS MANUAL.** A first draft version of the manual for PSU has been created. There is some concern over the protection of our logos, word marks, seals, etc. When a final draft is made available faculty will be notified.

15. **FINAL EXAM SCHEDULE FOR SPRING 2008.** The final exam schedule for spring is now available. A period for common exams (Math) and a time for makeup exams have been added. Note the make-up exam time is at 3:00 on Friday of exam week. If by agreement between the student and the instructor a different make-up time is chosen this will be permitted for the Spring Semester.
16. **PSU PHONATHON** – Faculty calling begins on February 3 and ends on Feb. 6. Chairs have been encouraged to ask faculty to participate. Remember that faculty can ask that funds be ear marked for a particular department.
17. **IMPROVEMENTS TO KELCE CENTER** – A limited amount of cosmetic improvements have been commenced on Kelce Center and more are planned. Hopefully, Kelce will be somewhat more inviting. Faculty and students will be encouraged to give input into what should be done. Any ideas will be welcome.
18. **NEW COMPUTER LAB HOURS** – For the Spring semester the Kelce Computer Lab will open Monday through Thursday from 8:00 a.m. until 10:00 p.m. Friday the lab will be open from 8:00 a.m. until 4:00 p.m. Sunday the lab will be open from 3:00 p.m. until 10:00 p.m. The lab will be closed all of Spring Break. If we encounter problems with the earlier closing time, consideration can be given to extending the hours for certain periods such as mid-terms and finals. Please encourage students to leave food, drinks and tobacco out of the lab. Library lab is open each nite until 11:00 if there are problems for students needing computer access. The Kelce Computer Lab will be operated by a GA this semester – Michelle Harper who will be there every morning from 8:00-12:00. Faculty are asked to contact Michelle or Dee Lankford for scheduling the lab, etc.
19. **DATES TO NOTE:**
 - a. Kelce O/S and Scholars Reception – April 7 – 3:30 pm
 - b. Graduate Banquet- April 23
 - c. Kelce Banquet – April 28
 - d. Faculty accomplishment reports are due on Tuesday – 1/22

20. MISCELLANEOUS

Dr. Fogliasso announced that last fall's Outstand Alumni, Steven Westfall from Eagle-Picher, has encouraged PSU to schedule student field trips to his organization. David Hogard in Career Services will set up these field trips if any faculty are interested in taking their student organizations or classes to visit Eagle-Picher.

Respectfully Submitted,

Dr. Richard C. Dearth