

Pittsburg State University
Kelce College of Business Spring 2011 Faculty Meeting Minutes
January 13, 2011, 11:00 a.m.
Room 121 Kelce Center

Present: Ms. Becky Casey, Dr. Kailash Chandra, Dr. Maeve Cummings, Dr. Jack Fay, Dr. Jim Harris, Dr. Becky Heath, Dr. Anne-Marie Lelkes, Dr. David Newcomb, Dr. David O'Bryan, Ms. Mary Polfer, Dr. Melvin Roush, Dr. Wei Sha, Ms. Gail Yarick, Dr. Kevin Bracker, Dr. Din Cortes, Dr. Chuck Fischer, Ms. June Freund, Mr. Mike McKinnis, Dr. Mike Muoghalu, Ms. Irene Robinson, Dr. Ken Smith, Dr. Don Baack, Dr. Thomas Box, Dr. Art Fischer, Dr. Chris Fogliasso, Dr. Eric Harris, Dr. Choong Lee, Dr. Sang-Heui Lee, Dr. Kristen Maceli, Dr. Lynn Murray, Ms. Paula Palmer, Ms. Shipra Paul, Dr. Jay van Wyk, Ms. Mary Wachter, Dr. David McLane, Dean Richard Dearth, Ms. Robyn Hess, Ms. Susan Dellasega, Ms. Mimi Morrison

Excused Absence: Dr. Anil Lal, Dr. Mujtaba Ahsan, Dr. Connie Shum, Dr. Linden Dalecki, and Mr. Dwight Strong. There were no unexcused absences.

- A. Welcome- Dean Dearth
 - a. Dean Dearth welcomed faculty and staff to the SP 11 semester
- B. Introduction of New Faculty- Dr. Anne-Marie Lelkes – Ms. Casey, Chair of ACIS
 - a. Ms. Casey introduced new faculty member, Anne-Marie Lelkes, Assistant Professor in Accounting (ACIS)
- C. Updates:
 - a. Update on the Major Gift Officer Position for the College of Business – Dean Dearth
 - i. College of Business Major Gift Officer (Blake Bard) accepted a new position at the University of Arkansas
 - ii. The Major Gift Officer position for the College of Business will be filled, but a search will not be conducted until SU 11 when a new COB Dean is in place and can assist in the selection process
 - b. New Educational Equipment - Susan Dellasega – College of Business Educational Technology Consultant
 - i. The original Student equipment budget was removed and funds were replaced with stimulus funding which had to be spent by Dec. 31, 2010.
 - ii. The philosophy was to concentrate on the classroom and lab needs incase no subsequent funding was made available for some time in the future.
 - iii. Room 203 was the worst problem because of its length; students in the back of the room could not see the visual presentation. The room now has new computer equipment (sympodium), new screens and new flat panels. All equipment including sympodium are wide screen and very expensive.
 - iv. Susan would like to meet with those who will be teaching in room 203 before their classes begin to train the faculty in the use of the equipment. A faculty development seminar is planed for the Spring 2011 to make all faculty aware of the use of the new equipment
 - v. Whiteboards have been purchased for every classroom with stimulus funding. The reason for the white board replacement was to eliminate chalk dust in the room. Newer equipment can be damaged more readily

- by dust. We have replaced and repaired several pieces of equipment due to the dust in the past and the problem is getting worse. Since there is a greater expectation that more service life will be needed it is time to eliminate the dust.
- vi. If additional funds become available then additional classrooms will be upgraded with similar equipment to that use in 224, 218 and now in 203.
- c. International Mini-MBA Program - Dr. Box and Dr. Muoghalu, Co-directors of the Summer Mini-MBA Program
- i. Dr. Box stated that in the past a Mini-MBA program had been tried and conducted only once. Other times it was unsuccessful. The program has been changed to an International Mini-MBA program. The program has been marketing by Dr. Muoghalu abroad will be offered during SU 11 – 8 classes total to begin on July 6 from 6:00-9:00 pm, in 121 Kelce if enrollment #'s allow. We are hoping to enroll some local students along with the international students. Many students in the HRD program are interested.
 - ii. Dr. Muoghalu stated that there are 85 applicants so far from all over the world, out of those 85, twenty have already paid. Soft deadline for applications is January 31. Twenty students is the break even point for the program. Counting students who are already here and those expected from abroad we could have as many as 90 students this summer.
- d. Update on Academic Advising – Robyn Hess, College of Business Coordinator of Academic Advising
- i. The new Basic Quant. class will be offered in the Spring semester. Faculty members are asked to remember that prerequisites are College Algebra and College Algebra with review. Faculty should watch to make sure students have taken prerequisites before enrolling. In some cases the computer system has not kept pace with the change in requirements. In some cases students who have completed calculus are being told to take Basic Quant. These cases should be referred to her for a waiver. Ms. Hess is working on updating a new Advising Handbook
 - ii. Reminders:
 - 1. Look at advisement log. An advisement log exists for each student and will explain some of the reasons for past enrollment.
 - 2. An academic plan is prepared for each student and these plans are available for each student in their file
 - 3. Writing to Learn Courses (WTL) – Faculty should make sure these courses are completed. Sometimes a WTL course can be a topic course.
 - iii. SIFE Updates
 - 1. Regionals – March 11
 - 2. National Competition is during finals week again this year. SIFE is asking for faculty cooperation in allowing students to substitute dates for finals if necessary.
- e. Vita, Scholarly Activity, and Syllabi – Mimi Morrison, Senior Administrative Assistant
- i. Faculty were urged to keep Vita updated each semester and submit electronically to the Dean's Office. Some of the Vitas submitted have not been updated with scholarly activity.

- ii. Scholarly activity should be submitted as it occurs either electronically or in hard copy to the Dean's Office. It is important for faculty to keep these files as current as possible.
 - iii. It is necessary to have a copy of all syllabi for each semester on file in the Dean's office. A syllabus template is available for all faculty and syllabi should also be submitted electronically to the Dean's Office
- f. College Brochure – Dean Dearth
 - i. We are currently working on an updated college brochure. The College currently has nothing that is current.
 - ii. The brochure will be a small-introductory brochure and faculty will be solicited with help for the brochure as we proceed.
 - iii. PSU Marketing will be assisting in this project.
- D. AACSB Issues –
 - a. Dr. Dearth informed the faculty that the interpretation of standards regarding Academic Qualifications and Professional Qualifications has been evolving. A current, faculty driven, mission oriented definition is needed. A faculty Ad Hoc committee was appointed in the Fall to study the definitions and recommend amendments or revisions to the current AQ and PQ definitions.
 - b. AQ Policy – Dr. Harris, Chair of the Ad Hoc Committee on AQ Definition
 - i. AQ policy is in the process of being revised for this review period (2008-2013)
 - ii. Policy was distributed to all faculty in mid-December by the AQ committee along with an analysis from the Dean of the status of faculty if the policy was adopted.
 - iii. Interpretation of the terminal degree is one issue of importance. AACSB tends to recognize that a terminal degree is a research doctorate (PhD or DBA in the field being taught. A JD is recognized as a terminal degree for the teaching of law subjects. EED degrees were considered as a special category.
 - iv. Under the proposed policy, there are 13 categories
 - 1. Dr. Harris explained some of the differences between the old document and the proposed new document
 - v. The policy was discussed by several faculty members. It was suggested that the definition be some how amended to all for the completion of 2 PRJ's or complete one PRJ and 1 textbook
 - vi. Discussion on wording for the change was discussed. Several suggested wording changes were given to define a scholarly work.
 - vii. It was noted that in some cases the policy lowers the standards from the previous definition. Faculty were encouraged to do more than expected in case a reviewing team had an issue with the definition.
 - viii. Review will include scholarly activity from July 2008 through the review period of 2013-14
 - ix. Current AQ Policy will be addressed in the new review.
 - x. Dr. Baack moved to accept the AQ policy with an amendment to allow for a textbook to have greater weight. Dr. Box made a 2nd to the motion. Motion passed unanimously. The policy as passed is attached to the minutes.
 - c. PQ Policy – Ms. Casey, Chair of the Ad Hoc Committee on PQ Definition
 - i. Ms. Casey reviewed the proposed PQ policy as distributed to the faculty. She noted that the new policy was very similar to the prior policy.

1. Faculty must possess at least a masters degree.
 2. Working full-time or have completed five units of validating professional experience over the past five years.
 3. The new plan provides tiers to indicate the relative value of the experience.
- ii. Faculty reviewed and discussed the validating experiences.
 - iii. Concern was raised about PQ faculty teaching at the graduate level. It was determined that PQ faculty should not be used at the graduate level unless a case could be made that they had specialized knowledge and training that made them qualified to teach at the graduate level.
 - iv. Discussion followed on the issue of how a faculty member should be treated for conducting and planning a study abroad trip. It was suggested that the wording should be changed to “organizing or teaching” a study abroad program; and 20 hours of community service related to the mission.
 - v. Dr. van Wyk suggested that the activity be raised to tier three.
 - vi. Dr. Baack made the motion to pass the proposed PQ policy the following changes: 1. The activity should be described as organizing or teaching a study abroad program. 2. The activity should be moved from tier 2 to tier 3. Dr. Box seconded the motion, and faculty voted to pass motion unanimously with change noted above.
- d. Peer/ Aspirant/ Competitive Schools – Dr. Murray, Chair of the Ad Hoc Committee on Comparison Schools
- i. Dr. Murray, Chair of the Ad Hoc Committee discussed Comparison Schools proposal and recommendations of the committees and which schools should be included as peer schools, aspirant schools and competitive schools
 1. Peer School recommendations by the committee: Jacksonville State, Southern Maine, Central Arkansas, Southern Utah, Tennessee Martin, Western Illinois, Clarion University, Eastern Washington, Louisiana-Monroe. The detail attached to the minutes explain the criteria used in the analysis.
 2. Aspirant Schools were reviewed and recommended by the committee: Winthrop, University of Arkansas and University of Missouri. The criterion for the selection is attached to the minutes.
 3. Competitive School recommendations: Emporia state University, Missouri Southern State University, Washburn University, Northwest Missouri State University, Missouri Western State University, University of Central Missouri, Wichita State University, University of Kansas, Kansas State University, University of Arkansas, Arkansas Technical University, University of Arkansas-Ft. Smith, University of Tulsa, Rogers State University, Northeast State University, Oklahoma state University (Stillwater & Tulsa). The criterion for the selection is attached to minutes.
 - ii. Discussion followed on these recommendations. Some faculty were concerned about the definition of the Aspirant school. The Dean volunteered to make a further inquiry about the definition and supply the information to the faculty and the faculty could vote on that part by e-mail ballot. Dr. O’Byran move to table the recommendation for the aspirant schools but to accept the peer and competitive schools. He moved that

the Dean should develop more information for the aspirant schools and provide the information to the faculty. He also moved to allow a vote by e-mail once the issue was clarified. Dr. Box seconded, and the motion passed unanimously.

- e. Statements & Codes of Ethics – Dr. Fogliasso, Chair of the Ad Hoc Committee on the Determination of the ethical Statement
 - i. Dr. Fogliasso stated that a packet has been included with the agenda for faculty to review and discussed the changes recommended to the Statements & Codes of Ethics
 - ii. Motion to accept was made by Dr. Baack, Dr. Box seconded and the faculty voted unanimously to approve the recommendations.
 - f. Determination of Requirements for Program Exceptions – Dr. Art Fischer, Chair of the Ad Hoc Committee on Determining Programs to be Excepted From Review
 - i. Dr. Fischer reported that his committee found no programs that need to be excepted. Motion was made by Dr. Box, seconded by Dr. Baack to approve the recommendation of the committee. The motion carried unanimously.
- E. Other Discussion Items-
- a. Departmental Promotions and Tenure Policies – Dean Dearth
 - i. This issue will be discussed in departmental meetings. The Dean announced that there may be some misunderstanding about tenure deferral. Board of Regents' policy was distributed and faculty told that tenure deferral was not automatically allowed. The tenure deferral can be granted under very limited circumstances per Regents' policy.
 - b. Youngman Applications are due February 1, 2011-Dean Dearth
 - i. Dr. Dearth stated that he is uncertain of how much funding will be available for Youngman Grants. Last summer faculty were paid 60% of 1/10 this year.
 - c. Executive on Campus Series – Dean Dearth
 - i. Two events will occur during the SP 11 semester. More information will be given to faculty. Faculty were encouraged to cooperate with the scheduling of the events.
 - d. Faculty Awards – (Nominations due February 15) - Dean Dearth
 - i. Research and the teaching awards are the same as last year. An award for service is new this year.
 - e. College of Business Dean Search – Dean Dearth
 - i. By last Monday 24 applications have been received with an expectation of receiving more applicants to come. The first consideration closes on January 15.
 - ii. Hopefully committee will meet next week to begin review applications and begin the interview process.
 - iii. Hopefully on campus interviews will occur during the last of February
 - f. Annual Achievement Report Due to Chairs on January 24, 2011. This is contractual and must be done on time.
 - g. Kelce Center Upgrades-
 - i. Painting trim underway – Any sponsor of a student organizations should ask their group to remove their information from the bulletin boards in the corridors so they can be painted. Once painting is completed the group can continue to use the assigned space.

- ii. White Boards - White Boards will be installed in all classrooms on a schedule to be announced.
- iii. Wood "chair rail" to hide the green bock in the hall will be considered for Spring installation.
- iv. Exterior painting and tuck-pointing this summer. A masonry project and exterior painting project was considered for the summer of 2011. This will not occur this summer for various reasons mainly involving funding issues.

F. Reminders:

- a. Faculty Office Hours – Dean Dearth
 - i. 10 office hours should be posted by each faculty member to include times when students can reasonably meet with faculty
- b. Alcohol & Drug Abuse Policy – Dean Dearth
 - i. This policy is posted on the web site and should be reviewed by faculty
- c. Inclement Weather – Dean Dearth
 - i. Inclement weather policy was distributed and is also posted on the PSU web site. Faculty can still cancel individual classes through Web-Rosters in GUS or through ANGEL but the specific site for inclement weather cancelation has been removed.

G. Faculty Concerns/Questions

None were raised.

H. Upcoming events:

- a. Chair & Provost Meeting with each Department - MGMKT – January 13, 1:00 p.m.
- b. Live-Text meeting on January 19 in the Student Center (10:00 am)
- c. Spring MBA Experience – January 21st and 22nd
- d. Annual Performance Review due to Chairs – January 24, 2011
- e. Chair & Provost Meeting with each Department - ACIS – February 4, 3:00 p.m.
- f. Youngman Applications due February 1, 2011
- g. Kelce Faculty Development Seminar - February 10, 12:00-1:00, 121 Kelce – International Programs with a focus on faculty and student exchange (Mr. Chuck Olcese)
- h. Faculty Excellence Award Nominations Due – February 15, 2011
- i. Summer 2011 Schedule due to Registrar – February 21, 2011
- j. Fall 2011 Schedule due to Registrar – February 28, 2011
- k. Major Fields Test – March 1, 2011 – Kelce Computer Lab – All day
- l. Faculty Performance Rating Due – March 1, 2011
- m. Meetings with President & Provost, March 2, 2011 - 121 Kelce
 - i. 3:00 – Dean
 - ii. 3:30 – Chairs
 - iii. 4:00 – Faculty
- n. Apple Day – March 3, 2011
- o. Faculty Objectives due to Chairs – March 7
- p. Objectives returned to Faculty – March 15
- q. Mid-Semester Grades Due (Mandatory Report) – March 15, 2011
- r. Chair & Provost Meeting with each Department - ECON – March 7, 2:30 p.m.
- s. Spring Break – March 21-25, 2011
- t. Kelce Faculty Development Seminar - March 29, 12:00-1:00, 121 Kelce – Technology upgrades in classrooms (Mr. Chris Fleury & Ms. Susan Dellasega)
- u. Early Enrollment - April 4-8, 2011
- v. Transfer enrollment – April 11 & 12, 2011

- w. College of Business Awards Banquet – April, 25, 2011 Overman Student Center
- x. Kelce Board of Advisors - May 2, 2011 – Kelce 121
- y. Final Examinations – May 9 -13, 2011
- z. Spring Commencement (there is a proposal on hosting 4 separate graduations for PSU that has not yet been approved)
 - i. May 13 (Business/Arts & Sciences)
 - ii. May 14 (Education/Technology)
- aa. Summer school begins June 6, 2011

I. Lunch -

The meeting dismissed at 12:50.

Richard Dearth, Dean

January 13, 2011