

MINUTES

College General Faculty Meeting
Friday November 22, 2012

Present: ACIS: Becky Casey, Jae Choi, Steve Del Vecchio, Jack Fay, Steve Haenchen, Mary Polfer, Wei Sha, Dwight Strong, Gail Yarick; ECON: Kevin Bracker, Din Cortes, Paul Grimes, Chuck Fischer, Anil Lal, Michael Davidsson, Mike McKinnis; MGMKT: Don Baack, Linden Dalecki, Art Fischer, Chris Fogliasso, Eric Harris, Steve Horner, Choong Lee, Sangj-Heui Lee, Kristen Maceli, Lynn Murray, Paula Palmer, Jay van Wyk, Mary Wachter; **ABSENT:** Maeve Cummings, June Freund, Mike Muoghalu, David O'Bryan, Shipra Paul, Connie Shum.

AACSB Reaffirmation Visit – Actions and Preparations

Dean Grimes opened the meeting and announced that this meeting was called in order to discuss the AACSB Reaffirmation visit which will take place February 9-11, and to take action and make preparations for the visit. The AACSB Continuous Improvement Report is due December 9. The three member visitation team is: Ron Berry (team leader), Ahmad Tootoonchi, and Tom Erikson.

Dr. Grimes participated in a continuous improvement of accreditation visit at Stephen F. Austin University in Nacogdoches, Texas a few weeks ago. The visit was very helpful and will aid us as we move forward toward our accreditation visit.

In preparation, we will need the following:

- I. Documentation
 - A. 5-Year Curriculum Vitae – Ensure correctness and update through Digital Measures (Let Mimi know when everything is ready prior to break!)
 - B. Scholarly Activity – Copies of publications to Dean's Office as soon as possible
 - C. New Official Documents Webpage
 - a. Dr. Grimes reviewed the new "Official Documents" Page on the Kelce Dean's Office web page. This will show that we are transparent as stated in our Mission Statement. Faculty can now easily reach all of this information when needed.
- II. Proposed Research Mission and Guiding Values – Discussion and Vote
 - A. Dr. Grimes gave background information to the faculty. Reviewed each of the items/criteria. The KLT had proposed the Research Mission Statement to the SPC, who edited the document and made this proposal. Research is primarily applied in nature and relative to teaching. The way that our research has been categorized over the last five years states WHO WE ARE. This then ties in with the Mission Statement and

Guiding Values. We adhere to high ethical and moral standards in what we are doing. This supports what we already do and links back to other documents

- a. Discussion on proposal of Research Mission/Guiding Values:
 - i. Motion was made by Dr. Don Baack with Dr. Steve Del Vecchio seconding to accept the Research Mission and Guiding Values as presented.
 - ii. The floor was opened the floor for discussion.
 - iii. Vote: motion passed unanimously - approved.

- III. Strategic Planning – SWOT Analysis; Responses from last spring’s faculty survey
 - A. Faculty were asked to review and forward additional thoughts to the Dean
 - a. Faculty survey was conducted in the spring semester and these results were distributed. Faculty are asked to review all of this information very carefully; look at what might be missing that doesn’t show up and then provide that information to Dr. Grimes to add to the SWOT analysis. SPC will start with the SWOT document to begin the SPC process after our accreditation visit in the spring. We don’t have time to act on this document before the visit.
 - B. SPC will begin formal discussion and proceedings in the spring
- IV. Status of Promotion and Tenure documents review – update and plans
 - A. There is some confusion in the college about P&T documents. To give an historical account; Dr. Grimes previously requested that departments review their out-of-date documents which are merely re-statements of the college-wide document; clarification is needed concerning standards and level of performance for both promotion and tenure decisions; however, potential changes may occur at the university-level through the KNEA contract renegotiation. Given that both department-level and college-level documents must be consistent with the university procedures, we need to wait and see if any changes are forthcoming through the faculty contract bargaining process before we can make changes at the college/department levels. If any tenure-earning faculty are not comfortable with how they are being evaluated for promotion and tenure, they are asked to visit with their Chair and the Dean.
- V. Major Field Test Content – Becky Casey
 - A. Ms. Casey discussed the 3 handouts on MFT. The major field test is used to close the loop on assurance of learning.
 - a. PSU/college can add up to 50 questions to the MFT - to customize our own report.
 - b. Content areas – align curriculum with this.
 - iv. Sample questions were provided for UG and grad level.
 - v. MFT has been administered in the COB for 20-25 years.
 - vi. We obtained a question by question analysis for our most recent MFT - \$700
 - vii. Results have been captured by major since spring 2012 (can use with departmental assessment reports for PSU).
- VI. Mission Statement Cards – note distinctive characteristics

- A. The new Mission Statement cards were distributed to all faculty at the meeting. The card includes Mission Statement and Guiding Values for the Kelce College. Words underlined are buzz words for the Kelce College – what makes us distinctive.
- VII. AACSB Highlight Sheet – review and keep handy!
- A. Dr. Grimes prepared the highlight sheets for faculty to review and keep handy before the visit.
 - B. Things to remember: reviewed sheet –
 - a. Faculty involvement – Accreditation Maturity Model was utilized to make the decision to use the 2013 standards. Three areas of primary focus for the team are: Mission & Strategic Planning; Faculty Qualifications; AOL & Curriculum.
 - b. Distinctive Mission Statement – elements: service area, student focused, diversity, affordable, high value, small classes.
 - c. Strategic Planning – reviewed key facts.
 - d. Faculty Qualifications – very importantly we need to make sure that we are all on-board with creating the new document that was approved at last spring’s faculty meeting. Four categories were created for faculty qualifications. Convey to the team that we followed the 2013 standards in preparing these qualifications. Most faculty are in the SA/IP categories. Categorization will occur during annual faculty performance appraisal process by Department Chair/Dean. Youngman Summer Grant is an example of an incentive to maintain qualifications (other incentives include, travel, etc.)
 - e. AOL And Curriculum – this process has been stream lined since last visit. Copy of the cycle is in the CIR Report and the AOL Report (page 34 of the CIR). Assessment activities are employed both directly and indirectly – faculty driven. LiveText proved to be too problematic and expensive for students – will need to figure out another process. There are many course revisions resulting from the AOL document (closing the loop). Continuing issues will be addressed in upcoming curriculum review which will be conducted comprehensively college-wide (e.g. communications classes). We can prove that we are good at closing the loop.
 - f. Impact of Scholarship Argument – AACSB wants us to tell them what has our research/ scholarship actually done. We needed to have a quantitative measure; we have a lot of textbook publications in the KCOB which are widely adopted at aspirational institutions. This show that faculty are reaching our students as well as many other students who are using their textbooks. Citation Analysis was conducted – we can prove that our research is being read and cited by other scholars. The mix of scholarship is aligned with the mission – approximately 66% applied, 24% teaching, 10% basic.
 - g. Ongoing initiatives – working on strengthening our branding and polishing our public relationships; create and foster public outreach partnerships to support regional economic development.
 - h. Bullet point examples of innovation (students & learning; operations), engagement and impact.
 - i. Everyone should have received a copy of the CIR – sent via e-mail. All faculty are asked to review and send corrections, additions or deletions to document. Please give input to Dr. Grimes by the week after Thanksgiving.

- j. Need to remember to use Kelce College Core (instead of CBK) when referring to curriculum.
- VIII. Reaffirmation Visit Agenda – under construction; but keep February 10th open! Kelce Faculty will meet again in January after Dr. Grimes visits with accreditation team chair and finalizes agenda.
- IX. Old Business - none
- X. New Business
 - A. Pittsburg Micropolitan Economic Report – Michael Davidsson
 - i. Dr. Davidsson discussed the new Micropolitan Economic Report that he has been preparing and will be publishing. He also discussed what will be coming in the future. The first report will be printed next week and will contain information on every aspect of the local economy. This will allow our constituents to know that we are very serious about economic development in the Pittsburg area. We will continue to do research on local suppliers in the area and make recommendations to the chamber to show that there are opportunities available locally.
- XI. Adjournment - 3:20 p.m.

Dates to Remember:

- A. Kelce Holiday Party – December 5th
- B. AACSB Continuous Improvement Review Report Deadline – December 9th
- C. Commencement – Friday December 13th (KCOB – 5:30 Commencement)
- D. Reaffirmation Visit – February 9th through 11th
- E. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – March 28th