



MINUTES

College General Faculty Meeting
Friday January 16, 2015

Present: ACIS - Becky Casey, Jae Choi, Maeve Cummings, Steve Del Vecchio, Jack Fay, Steve Haenchen, David O'Bryan, Mary Polfer, Peter Rosen, Mary Scimeca, Wei Sha, Dwight Strong, Gail Yarick; EFB - Kevin Bracker, Din Cortes, Michael Davidsson, June Freund, Anil Lal, Mike McKinnis, Irene Robinson, DEAN – Paul Grimes, Holly Kent, Mimi Morrison; MGMKT – Linden Dalecki, Chris Fogliasso, Eric Harris, Steve Horner, Choong Lee, Sang-Heui Lee, Kristen Maceli, Shipra Paul, Jeff Poe, Jay van Wyk, Mary Wachter

Guests Present: Lynette Olson

Absent: Chuck Fischer, Connie Shum, Don Baack, Lynn Murray

- I. Welcome and Opening Remarks – Paul Grimes
 - a. Dr. Grimes welcomed everyone to the spring 2015 semester.

- II. MBA Program Director Transition
 - A. Personnel Issues Update – Lynette Olson
 - a. Dr. Olson greeted the faculty and announced that there are not continuing issues with MBA Director situation at this point. The University has been responsive about any calls for clarification and continue to be involved in legal matters around the issue. A court date has been set for Dr. Muoghalu in March.
 - b. Dr. Olson is very excited about the continuing MBA program.
 - B. Associate Dean/MBA Director Search – Paul Grimes
 - a. The advertisement/position description for Associate Dean/MBA Director search was discussed. The search committee consists of Don Baack, Chuck Fischer and David O'Bryan. Hiring will be conducted in the same manner as any internal search.
 - b. First review of applications is February 7.
 - C. MBA Taskforce Update – Eric Harris
 - a. The MBA Taskforce is about half-way through the charge from the Dean.
 - i. Currently working through issues with individual students who wish to continue with the program.
 - ii. Following policies as outlined, i.e.: GMAT/GRE accomplished in the correct time period.
 - iii. Working on promotional materials.
 - iv. Anticipating working on curriculum revisions.
 - D. Reformation of the MBA Program Advisory Council – Vote (see handout)
 - a. Reviewed the current structure and the proposed structure of the new MBA Program Committee.
 - b. To change the structure of the committee a vote is required by the faculty as it is part of the by-laws.
 - c. David O'Bryan made the motion to suspend the clause in the bylaws that states that any changes to the bylaws be given as notice at least 7 days before, with Dr. Cummings seconding the motion. The vote was called and was unanimously in favor of suspending the bylaws in this one situation.

- d. Dr. Grimes explained the differences in the structure of the MBA Program Committee (see hand-out).
 - i. A motion was by made Steve Del Vecchio to adopt the change as outlined by Steve Del Vecchio, and seconded by Linden Dalecki.
 - ii. Discussion followed on the importance of having more representatives involved in the MBA processes.
 - iii. Kelce faculty voted unanimously in favor of making the changes to bylaws.
- III. Department Updates
- A. ACIS – Peter Rosen
 - a. The Department is currently in the process of conducting two faculty searches.
 - b. Dr. Rosen and others in the department are excited to be working on hosting a regional conference to be held at PSU in May.
 - c. Microsoft Office Specialist certification is now in place through CIS 130 course. PSU is considered a certified testing site (Kelce Computer Lab).
 - B. MGMKT – Eric Harris
 - a. The Department has been working with the Small Business Development Center at PSU for the Business Strategy course. Jeff Poe briefly explained the work that the students in MGMKT 645 will be doing with small businesses in the area.
 - b. The Major Field Test will be conducted on March 10 (MBA) and 12 (BBA) in the Kelce Computer Lab
 - C. EF&B – Din Cortes
 - a. Job Search for Assistant Professor of Finance – official written offer is in the mail to the candidate, Fang Lin. He will start WF 15.
 - b. Mike McKinnis and June Freund will be representing the College with the Gates Foundation Lumen Grant and will travel to Portland, OR to learn more about Lumen.
- IV. Development Update – Holly Kent
- a. Holly discussed the recent newspaper article stating that Kelce will receive funds to renovate even though the new campaign is still in the silent phase (and presently unnamed).
 - b. Visits are planned to other universities to get a better idea of current Business School buildings.
 - c. Building/Facilities task force has been formed which consists of faculty/staff in the college. The task force will look at the current inventory of spaces in Kelce and then go on to determine long-term needs in a new/updated facility.
 - d. Need to keep this on the forefront of the PSU administrations eye.
- V. College Standing Committee Updates
- A. Undergraduate Curriculum Committee
 - a. Committee has legislated a leadership course for Enactus, and submitted a change for a prerequisite for a CIS course.
 - b. Kristen Maceli is the COB Representative to the University Committee. David O’Bryan is the College Committee representative.
 - B. Assurance of Learning Committee
 - a. Dr. Harris announced that the committee met already this semester.
 - b. AOL and Curriculum Committee need to meet regarding the new standards and suggestions from our Peer Review team.
 - C. Strategic Planning Committee
 - a. Dr. Grimes stated that the SPC will be continuing its work during the spring semester. Progress was made during the fall retreat.
 - D. Faculty Development and Instructional Resources Committee

- a. Ms. Freund announced that the committee had one Faculty Development workshop with David Hogard from Career Services at PSU. Dr. Bracker will conduct a workshop in March on Quality Matters.
 - E. Student Reinstatement Committee
 - a. The committee has worked on normal reinstatements this year. There have been 3-4 requests this semester.
 - b. Dr. Grimes advised that the Reinstatement Committee may get a broadened charge through the new strategic planning process.
 - F. College Academic Honors Committee
 - a. Dr. Sha stated that departmental honors projects are approved by the committee. Last semester 13-14 projects were approved. The deadline for applications for honors projects for this semester is February 6.
- VI. Faculty Exchange Agreement with SolBridge International School of Business – Sang-Heui Lee
- a. Dr. Lee discussed the new faculty exchange agreement with SolBridge International School of Business in Korea. The contract has been signed and we will be moving forward with exchanges.
 - b. SolBridge has many connections to Kansas and Pittsburg. The school has about 800 students with 4 MBA programs and 3 undergraduate business programs. They received AACSB accreditation last year. Most of the students are from Asia and all classes are taught in English.
- VII. Dean's College Update
- a. General Announcements
 - i. New Tobacco Policy – no smoking on campus. The no smoking on campus policy was discussed.
 - ii. Faculty Development Accounts
 - 1. Many faculty have funds in faculty development accounts in the Continuing/Graduate Studies office. Dr. Grimes asked that faculty spend these funds before using other college or department funds.
 - iii. Study Abroad Information pages
 - 1. Discussion followed on needing to send more of our students abroad to study.
 - 2. The college is currently working on getting more study abroad information out to students – will be listed on web pages and hard copies.
 - iv. College Meetings with President & Provost
 - 1. Scheduled for Friday, January 30
 - a. Dean – 2:00 – Deans Office
 - b. Chairs – 2:30 – 121 Kelce
 - c. Faculty – 3:30 – 121 Kelce
 - v. Finals week course responsibility
 - 1. Contact Hour issue
 - a. Courses need to have a final or have something that is taking the place of the final so that course hours are met. This needs to be indicated in the course syllabus.
 - vi. Uniform Campus-wide Lab Printing Policy
 - 1. Price for printing in computer labs varies across campus
 - 2. A pilot program called "PaperCut" will be tested starting this spring. Students will pay for printing with Banana Bucks or a specific card for printing. Kelce will be a trial lab with the pilot program beginning in February or March of this semester.

3. The PLC has recommended that pricing schemes stay in place during the trial period and then roll out a new pricing schedule when everyone begins using the software.
 - vii. Gorilla Gathering – next week, Phillips 66 in Bartlesville
 1. Dr. Grimes will be visiting Bartlesville next week at the Gorilla Gathering
 - b. College Strategic Planning Update
 - i. KLT Mini-Retreats – held one last semester and will have another one soon
 - ii. Three Pillars
 1. Professionalism, Relevance, Growth
 - iii. To full SPC later this spring; will stay the course on major policies (E.G. Youngman grants) until the new plan is in place.
- VIII. Job Inventory Surveys (USS)
- a. Organizational chart for the College of Business was developed for use with the Job Assessment Questionnaire required of all University Support Staff (formerly classified staff).
- IX. Curriculum Review
- a. Upcoming AACSB Curriculum Conference in St. Louis in May
 - i. A team from Kelce is being assembled to participate
 - b. The college will commence with the curriculum review after new strategic plan is approved.
- X. Digital Measures:
- a. Faculty are asked to keep up to date – service and research activities.
 - b. Some Kelce faculty will be piloting Digital Measures for annual reviews this semester across campus.
 - c. Faculty were asked to be sure to upload their course syllabi each semester. Syllabi are not loaded into DM until the end of the semester. Faculty are still required to send electronic copies of syllabi to Dean’s office at the beginning of each semester.
- XI. Building/Facilities Task force
- a. A group of faculty/staff in Kelce has been appointed and are conducting a space inventory.
 - b. Trips to business schools facilities are planned.
- XII. Public Relations
- a. The need to raise public and campus perception of Kelce is even greater given the events of the past six months
 - b. Faculty and staff were asked to keep spreading the word about all the good things happening in Kelce.
 - c. All are asked to work with Brett Dalton on stories about events and accomplishments.
 - d. Take advantage of our social media presence – FB, Twitter (Dr. Murray, Dr. Grimes or Brett Dalton).
- XIII. Dean’s Travel Dates
- AACSB Reaffirmation Visits
 - Louisiana Tech; January 25th – 27th
 - University of Houston-Victoria; February 22nd – 24th
 - SEE Conference; February 19th- 21st
 - (Tentative) AACSB – ICAM; April 26th – 28th
 - Development trip with Holly; TBD
- XIV. Old Business - none
- XV. New Business - none
- XVI. Adjournment – 4:20 p.m

Dates to Remember:

- Kelce General Faculty Meeting – Friday, January 16th
- MLK Holiday – Monday, January 19th
- Faculty Performance Appraisals Due – Tuesday, January 20th
- Kelce College Meetings with President and Provost – Friday, January 30th
- Mid-Term Ds and Fs Due – Monday, March 9th
- Spring Break – Monday, March 16th through Friday, March 20th
- Pre-Enrollment Begins – Sunday, March 29th
- Junior Jungle Day – Saturday, April 4th
- Kelce Banquet – Monday, April 13th
- Finals Exams Begin – Monday, May 4th
- Spring Commencement – Friday, May 8th
- Grades Due – Monday, May 11th

