

MINUTES

**Kelce College of Business
General Faculty Meeting
January 20, 2017, 2:30 pm**

Present: Accounting & Computer Information Systems: Becky Casey, Jae Choi, Maeve Cummings, Mary Jo Goedeke, David O'Bryan, Mary Polfer, Peter Rosen, Mary Scimeca, Wei Sha, Dwight Strong, Gail Yarick; Economics, Finance & Banking: Alex Binder, Kevin Bracker, Michael Davidson, June Freund, Anil Lal, Fang Lin, Mike McKinnis, Irene Robinson, Connie Shum; Management & Marketing: Linden Dalecki, Chris Fogliasso, Eric Harris, Steve Horner, Kristen Maceli, Lynn Murray, Paula Palmer, Shipra Paul, Jeff Poe Jay van Wyk, Mary Wachter; Deans Office: Din Cortes, Paul Grimes, Mimi Morrison; Academic Advising: Suzanne Hurt; Development: Holly Kent.

Absent: Don Baack, Kylie Edgecomb, Chris Fleury, Choong Lee, Sang-Heui Lee, Adrienne Vaughn (all excused)

- I. Welcome, Opening Remarks
 - a. Dean Paul Grimes opened the meeting and welcomed everyone to a new semester.
 - b. Dr. Grimes introduced the building architects, Jane Huesemann and Steve Clark to the faculty.

- II. Building Project Presentation:
 - a. Paul Stewart, PSU Director of Facilities Planning, explained the design development stage, which is complete, and the construction documents stage.
 - b. KBOR will review the documents at their February meeting and make a recommendation.
 - c. Steve and Jane presented the building design to the faculty and answered questions.
 - i. The new building has been approved for Leed Certification by PSU at the silver level.
 - ii. Jane explained what is involved to become Leed Certified.
 - d. The faculty and staff discussed various aspects of the plan, including, classroom layouts, restrooms, faculty offices, elevator location, access to faculty office community, access and doors, etc., etc.

- III. Development Update – Holly Kent

- a. Holly explained that the PSU development office is in transition with four open positions. They are currently interviewing for two positions.

- b. Holly's focus has been on fundraising for the COB building.
 - i. She is very confident that the building project will be completed.
 - ii. All appear to be confident that funds can be raised to complete the project.
 - iii. Holly and Dr. Grimes are currently working through the list of potential donors. Donor naming opportunities will be first on the list.
 - iv. Still working with one of the lead donors and have already contacted one individual who has expressed interest in investing in the project.
 - v. Naming opportunities for donors will begin at \$10,000.
 - vi. Faculty and staff will have an opportunity to review the naming opportunities and are encouraged to participate. A list should be available soon.

IV. Curriculum Committee Update – Eric Harris

- a. Dr. Harris distributed a list of updates and changes that have been approved or are awaiting approval by Faculty Senate. The Curriculum Committee has been very busy.
 - i. Dr. Harris will be meeting with Department Chairs to discuss Kelce Core curriculum issues.
 - ii. Assessment information will be requested from all faculty.
- b. The latest issue of JMI is published and distributed. Most of the 2017 issues are already in place with articles.
- c. Major Field Test (MFT) dates have been set for this semester: March 15 (MBA), March 16 (UG). Will ask that students be excused from classes in order to take these tests.
- d. PSU General Education Task Force.
 - i. Dr. Steve Horner is on this committee as a representative for Kelce.
 - 1. According to Dr. Horner the committee is still in discovery phase and in the process of conducting focus groups with all colleges.
 - 2. They have met with many PSU senatorial groups.
 - 3. This four-person task force will move to larger committees in order to complete their task.

V. College Admissions Requirements

- a. This issue came up at the last faculty meeting. Becky Casey & Suzanne Hurt both provided input on current and proposed admission requirements.
- b. An alternative proposal was made and approved by KLT to modify current admission requirements (attached)
 - i. Suzanne Hurt explained the proposal as approved by KLT.
 - 1. She stated that our admission requirements have been too rigid and have required students to take courses over several times.

2. In addition, there are many problems with transfer students who have significant hours earned but do not meet current admission requirements.
- ii. Faculty will be seeing more advisees with the proposed new admission requirements.
- iii. Discussion followed on the proposed Kelce College of Business Admission Requirements.
 1. It will get students to a faculty advisor in their major sooner.
 2. Removes Writing to Learn as an entrance requirement for Kelce. Trend across campus is to add WTL courses to the major – this results in fewer WTL courses in the general education curriculum. Will need to consider how to address this going forward.
 3. Potentially, students will be admitted and have a major advisor as soon as the 2nd semester of their sophomore year.
- iv. To change the requirements to the Kelce College admission requirements requires a vote of the faculty – does not go through legislative process.
 1. A motion was made by Linden Dalecki and seconded by Jeff Poe to change the Kelce admission requirements to the new requirements as presented. Call for the vote. Approved with none opposed and three (3) abstentions.
 2. Admission requirements will change immediately and a new list of advisees will be generated before pre-enrollment in April.
- v. Suzanne also reminded faculty that master advisor training is taking place on campus. This training is mostly about retention.

VI. University Budget Issues – Paul Grimes

- a. Update on internal cuts and impact on college and departments
 - i. The state of Kansas is having significant problems balancing the budget.
 - ii. It is expected that the legislature will enact cuts for KBOR institutions.
 - iii. PSU has been proactive about seeking and holding funds for any cuts that may occur.
 1. The goal for PSU's Division of Academic Affairs is to have \$1.1 million held out in case of cuts prior to end of FY17.
 - a. Academic Affairs has decided to offer all current lapsed salaries through the end of this academic year to cover a majority of the holdback.
 - b. The remainder of funds needed will come out of funds from each academic unit that are already being held in each Dean's OOE accounts due to the 10% reallocation at the beginning of FY17.
 - c. KCOB share of OOE falls in the \$5,000-\$6,000 range.

- b. Prospects for the future
 - i. This is a one-time fix. Will have to be reviewed again if cuts to base funding become permanent.
 - ii. All academic programs need to be as strong as possible in the college. It is likely that future cuts will cause the university to evaluate low enrollment and low impact programs and consider reallocations.
- VII. AACSB Reminders – Paul Grimes
- a. Academic year 2017-2018 is our year of record.
 - i. Faculty need to make sure that assessment data are submitted to Dr. Harris.
 - b. The Visitation team not yet been identified, but will be chosen by summer 2017.
 - i. Dr. Grimes will make contacts at the AACSB Dean’s meeting in order to make suggestions for team members. Faculty are asked to give potential names of visitation team members to Dr. Grimes.
 - c. Faculty Qualifications/Digital Measures/Annual Performance Appraisal
 - i. All faculty are required to keep up their faculty qualifications data and all other data relevant for AACSB reaffirmation in Activity Insight (Digital Measures).
 - ii. Performance Appraisals will be due soon. Remember that Activity Insight is now the platform for annual reviews.
 - iii. OIS has been slow to upload course data for completed semesters due to work on new ERP.
- VIII. Old Business
- a. Youngman Summer Stipends
 - i. The Youngman summer stipends procedures are being revised to reward outcomes, not just inputs. KLT has discussed the new proposal, but have not yet made a final decision. Will require the president to approve new policy. New policy document coming soon.
 - b. Promotion and Tenure Document
 - i. The KLT is also currently reviewing revised Promotion and Tenure documents for the college.
 - ii. It is hoped that these documents will be completed soon. A faculty committee will be appointed to review/revise/submit a new policy to be voted on by the General Faculty.
- IX. New business
- a. We may need a mid-semester and/or an end-of-semester meeting in order to approve the Youngman Policy and discuss the proposed new Promotion and Tenure documents.

- b. Calendar Events – Dr. Grimes reminded faculty and advisors of student organizations to submit their events to the Dean’s office so they can be listed on the PSU, College, and Departmental web pages. A form is available in the Dean’s Office.
- X. Other announcements – none
- XI. Adjournment – 4:05 pm

Spring Dates to Remember:

- Kelce General Faculty Meeting, January 20
- Spring University Convocation, January 26
- Kelce Dean/Chairs/Faculty Meetings with the President and Provost – March 10
- Spring Break, March 20 through March 26
- Kelce Annual Awards Ceremony, April 7
- Transfer CARES, April 17 and 18
- Finals Week, May 8 through May 12
- Spring Commencement (with COAS), May 12
- Semester Grades Due, May 15
- KBOA Spring Meeting, May 15