

MINUTES

**Kelce College General Faculty Meeting 12:30 p.m.
Thursday August 13, 2020
(Boxed Lunch Starting at Noon)**

Present: Don Baack, Alex Binder, Kevin Bracker, Din Cortes, Maeve Cummings, Michael Davidsson, Lori Dreiling, Kylie Edgecomb, Chris Fogliasso, June Freund, Mary Jo Goedeke, Paul Grimes, David Hogard, Steve Horner, Holly Kent, John Kuefler, Fang Lin, Kristen Maceli, Mike McKinnis, Mimi Morrison, Lynn Murray, Mary J Nance, David Newcomb, Melissa Payne, Irene Robinson, Dwight Strong, Rachel Van Becelaere, Mary Wachter, David Weaver, Gail Yarick
Present via Zoom: Jae Choi, Linden Dalecki, Anil Lal, Sang-Heui Lee, Lisa Paterni, Theresa Presley, Wei Sha, Connie Shum

- I. Welcome and Opening Remarks – Dr. Grimes welcomed everyone back to Kelce and Pitt State and thanked them for all the hard work that was necessary to finish last spring and prepare for the fall.
- II. New Faculty Introductions – Dr. Grimes announced new faculty for the semester and introduced David Weaver (who was present in person) to everyone
 - a. Dr. Matt Lunde, Assistant Professor of Marketing and Sustainability
 - b. Ms. Ashlee Phillips, Instructor of Accounting (Internal Auditing)
 - c. Mr. David Weaver, Instructor of Accounting (Managerial Accounting)
- III. Unfinished Business – 2019-2020 Faculty Awards – presentation of awards. Dr. Grimes announced 19-20 faculty award recipients and called them forward individually to receive their plaques and to have their pictures taken.
 - a. Michael Davidsson – Excellence in Research Award
 - b. Don Baack – Excellence in Teaching Award
 - c. Kevin Bracker – Excellence in Service Award
- IV. Instructional Support Updates – Susan Dellasega – had to be in another meeting
 - a. Kylie Edgecomb – Web Support Consultant – encouraged faculty and staff to contact her with web page changes, additions and other concerns
 - b. Chris Fleury – Tech Support Consultant – not present
- V. COVID-19 Response Updates – Lynn Murray and Task Force
 - a. Classrooms and Labs – COVID-19 capacities calculated by measuring each individual classroom and computer lab; approximately one-third original capacity; number of chairs now in rooms reflect social distancing maximums

- b. Traffic Flow in Kelce – entrances, hallways, and stairs (see handout) – reviewed the new traffic flow for the building for the fall semester
 - i. Working on placing signage to direct flow of traffic in the building, including entrances and exits to some classrooms and the building
 - ii. Asked everyone to encourage students to go outside between classes (use picnic tables and other areas to wait)
 - c. Contingencies – preparedness to pivot in response to unforeseen events
 - i. All will continue to be prepared for additional changes if/when needed
 - d. Kelce Neck Gaiters – distribution to students (all faculty & staff have received one too)
 - i. A sign-up sheet was distributed to faculty & staff for helping to hand out the neck gaiters to students during the first week of classes
 - e. Pandemic Reference Document that was provided with the agenda was reviewed. The finalized document will be distributed to the campus community as a booklet/manual by the Provost. This document will continue to evolve as the local public health situation changes.
 - f. Most recent health information for Pitt State is available on the COVID web page
 - g. Kelce Task Force for COVID response is comprised of Program Coordinators, the two Associate Deans and the Director of Outreach and Business Engagement.
- VI. Development News/Building Update – Holly Kent, Director of Development for Kelce
- a. Kelce Golf Tournament in Johnson County, Monday, October 5th – Teams Needed!
 - b. Development staff did not actively fundraise for the first couple of months of the pandemic – focused on planning and keeping in touch with alumni and donors. Will be working with Pitt State administration to reengage normal activities when possible. Pledges and gifts still coming in.
 - c. Skyboxes – there is uncertainty right now if football will be played in the fall, and if skyboxes will be used for development activities.
- VII. Updates
- a. Academic Advising and Career Readiness – David Hogard
 - i. David thanked faculty advisors for doing a great job of advising, especially in the pandemic environment
 - ii. All advisors were asked to review the new degree audit system that has been put into place
 - iii. All Career Fairs, including Meet the Firms, this semester will be conducted virtually online
 - iv. Most students were enrolled for the fall semester via Zoom
 - b. Outreach and Business Engagement – Lynn Murray
 - i. Sales Center initiative – first students will be enrolled soon
 - 1. The initiative will be taken to KBOR for approval this fall

- ii. Learning Community
 1. Instructors in learning community and Gorilla Gateway courses met this morning
 2. Dr. Binder, Dr. Murray and Dr. Yarick are teaching Gorilla Gateway courses and Ms. Wachter is teaching an Intro to Business course as part of the business learning community
 - c. Graduate School of Business – Din Cortes
 - i. Enrollment – 9 students currently enrolled in the MPAcc program; 60+ students enrolled in traditional on campus MBA; 280 enrolled in PMBA
 - ii. Online PMBA program has had several students graduate. There are discussions in process to add a Marketing and Construction Management emphases.
 - iii. Dr. Cortes announced Kelce faculty and staff who are being recognized by Pitt State for years of service
 - d. Undergraduate School of Business – Steve Horner
 - i. Kelce Undergraduate School of Business faculty will meet next Thursday with the primary order of business to elect members to the Consolidated P&T Committee.
 - ii. Student Organizations
 1. Dr. Horner announced that there is space available in Kelce for student organization meetings. Encouraged all advisors to keep their groups active and engaged.
 2. All are encouraged to support student organizations and help with attracting new members.
 3. A list of student organizations in Kelce along with their elected President name and contact information is to be submitted to the Dean's Office within the first couple of weeks of the semester.
- VIII. General College Announcements & Business – Paul Grimes
- a. Annual Signing of the Faculty Ethics Statement
 - i. Request from Associate Dean's Horner and Cortes to modify ethics statement; proposed to add:
 1. TO demonstrate good university citizenship *and collegiality*.
 2. TO engage in professional conduct at all times and in all places.
 - ii. Dr. Cortes explained the recommendations
 - iii. Dr. Baack made a motion to approve the Faculty Ethics Statement with the modifications listed above; Dr. Cummings seconded the motion; no discussion. Call for a vote was made by Dr. Murray. Voice vote was taken with a majority voting in favor, none voting opposed, and one voting present. Motion passed.
 - iv. Edits will be made to the Ethics Statement and a new declaration form will be distributed electronically for signatures. Signed forms should be submitted during the first week of classes.

- b. Copy of all course syllabi to be submitted to Rachel VanBecelaere (rhenderson@pittstate.edu) for the upcoming semester
 - c. Annual Travel Request forms – Return to admins!
 - i. forms were distributed with the agenda
 - ii. anyone planning to travel or attend virtual conferences should complete a form and submit by the end of the first week of classes
 - iii. professional activity at online conferences will be supported if funding is available
 - d. Digital Measures – Update Activity Insight information (Research/Service/Teaching) activities need to be inputted into the system to maintain records for annual appraisals, P&T, and AACSB accreditation reports.
 - i. Important that all professional data is up to date for required reporting needs
 - e. Research – share scholarly publications information
 - i. Copies of all journal publications/conference proceedings to Mimi in the Dean’s Office
 - ii. Library Authors Reception – <https://pittsburgstate.formstack.com/forms/uar>
 - 1. All faculty authors should submit information about their publications from this past year to the library via this link
 - f. PPE:
 - i. Disposable face masks are available in all Kelce offices if needed for students, visitors, or staff.
 - ii. Shields have been installed on lecture podiums in classrooms along with disinfectant spray, hand sanitizer and sanitizing wipes.
 - iii. Discussed enforcing students wearing face masks, shields and other protective equipment and that wearing masks Pitt State Policy and should be followed. University Police can be called if met with resistance.
 - iv. Faculty should follow normal office hours either in office or online. Limiting person-to-person meetings to 15 minutes or less in small offices is encouraged.
- IX. Dean’s College Update (PowerPoint presentation is attached)
- a. Standing Committees (see handout) and Opening Meetings & Elections
 - i. All committees were asked to meet within the first few weeks of the semester with chairs elected at the first meeting.
 - ii. Provide committee chair name to the Dean’s Office after elections.
 - b. Program Coordinators – with two new appointments recognized
 - i. Accounting – David Hogard (new)
 - ii. Business Economics – Anil Lal
 - iii. CIS – Maeve Cummings
 - iv. Finance – Kevin Bracker

- v. International Business - Sang-Heui Lee (new)
- vi. Management – June Freund
- vii. Marketing – Mary Judene Nance
- c. Current Status of College/University; Enrollment and Budget
 - i. Enrollment for fall is down 8.1% from last fall. This follows five years of previous declines.
 - ii. Colleges were asked to identify funds to be cut if required in the future.
 - iii. KCOB overall enrollment is down by 100 students or approximately 10%.
 - iv. Graduate enrollment is up due to PMBA growth.
 - v. College budgets are determined by overall university enrollment – not individual college enrollments
 - vi. Stimulus funds from the pandemic may be available to help with budget deficits this year, but won't be available next year.
- d. AACSB Accreditation – 2020 Standards Approved/Timeline/Preparations for Year of Record
 - i. New 2020 standards approved by the AACSB membership this summer
 - ii. Given the implementation timeline, we will be reviewed under these new standards
 - iii. Timeline
 - 1. AY 20/21: Begin adjustments to meet new 2020 Standards
 - 2. Summer 2021: Prepare/submit CIR Application
 - 3. AY 21/22: Fully implement changes to meet 2020 Standards
 - 4. AY 22/23: Year of Record
 - 5. AY 23/24: Reaffirmation Site Visit
 - iv. Need to address areas of concern as identified by peer review team
 - 1. Review and align Practice Academic (PA) qualifications
 - 2. AOL Process and benchmarks
 - 3. Better link between AOL and curriculum reform
 - v. Strategic Goals emphases for the year
 - 1. Our Long-Run Plan – Six Step Plan Rolled Out in 2012-2013
 - a. Steps Completed:
 - i. New college governance documents and committee structure
 - ii. New Vision Statement, Mission Statement, and Guiding Values Document
 - iii. New Operating Policies – Faculty Sufficiency and Faculty Qualifications
 - iv. Development and adoption of new college strategic plan
 - v. Review and redesign of college curriculum (Revisions to BBA and MBA; creation of MPAcc)
 - b. Only one step left to complete:
 - i. Construct a new Assurance of Learning model
 - ii. This year we will continue work on the final sixth step.

- iii. Need to prepare for development of new strategic plan – only one year left (ends after FY22 at same time as the university plan concludes).
 - 2. All long-run steps now informed by our College Strategic Plan.
 - a. Goal 1: Professionalism
 - b. Goal 2: Relevance
 - c. Goal 3: Growth
 - 3. Items of Emphasis for 2020-21:
 - a. Objective 1.1 – Renovation/Expansion of Building
 - b. Objective 2.1 – Align instruction with workforce/ community needs
 - c. Objective 3.3 – Implement recruitment activities to optimize enrollments
 - d. Objective 3.5 – Marketing and enhancement of college image
- X. Old Business
 - a. Dr. Baack brought forward a discussion on community colleges and articulation agreements with 4-year institutions mandated by the board. Pitt State must now accept community college course credit as satisfying our upper-division introductory management course. KBOR has established a committee to design a mandatory state-wide Gen Ed curriculum. KBOR is also studying a proposal to allow up to 75 credit hours to transfer from community colleges to any 4-year university. These actions will impose serious concerns for control over our curriculum and potentially damage recruiting and future enrollment.
- XI. New Business – none
- XII. Adjournment – motion to adjourn was made by Dr. Cortes. Meeting adjourned at 2:30 pm.

Fall Dates to Remember:

- 1. First Day of Classes - August 17
- 2. Last Day to Drop w/Full Refund -August 24
- 3. Labor Day Holiday - September 7
- 4. Meet the Firms Day (Virtual) - September 14
- 5. Annual Kelce Golf Tournament - October 5
- 6. Mid-Semester Grades Due - October 12
- 7. Homecoming - October 17
- 8. Fall Career Expo (Virtual) - October 22
- 9. Final Day to Drop Class - November 2
- 10. Commencement - November 20
- 11. Thanksgiving Break Begins - November 21
- 12. Last Day to Withdraw - November 25
- 13. Final Exams - December 7-11
- 14. Grades Due - December 14