



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

**MINUTES**

Kelce Leadership Council  
October 26, 2022

**Present:** Alex Binder, Din Cortes, Chelsey Decker, Mary Jo Goedeke, Paul Grimes, David Hogard, Mary Judene Nance, Lynn Murray, Larry Woodward

**Guests Present:** Heather Eckstein

**Absent:** Maeve Cummings, Hamid Khan, Anil Lal, Sang Lee (excused)

- I. Special Guest: Heather Eckstein, Director of Student Success Programs
  - a. Structure and operations of new centralized campus-wide student advising center
    1. Referenced organization chart for campus-wide advising center (initial thoughts)
    2. Talks began on June 27 regarding a centralized advising center
    3. Timeline has not yet been determined; partially because of funding
      - Heather is preparing information for KBOR regarding how to implement central advising at PSU
      - EAB model will be implemented very soon
      - December is the target to begin building advising unit coordinated with Career Services
  - b. Implications for Kelce's organizational structure and operations – see handout
    1. College-specific concerns – see handout
    2. Internship Coordinator position – discussion on continuing with this position or modifying it
    3. Transition for students – process and timeline
      - Kelce needs to decide whether current students being advised in Kelce will continue with faculty advisors or move to the centralized advising office.
      - Need to communicate with faculty what expectations are of them regarding advising.
      - Faculty mentors and faculty fellows will be assigned much like academic advisors.
      - Already admitted students will stay with assigned faculty advisors.
- II. Administrative
  - a. COVID – Status quo
  - b. College
    1. Building project; Plan B meetings continue with architects – currently working of determining space needs for Kelce plus other potential occupants that may move to downtown center; classroom sizes and numbers to be based on enrollment at time of Plan A (explicitly assume we will recover lost enrollments)
    2. Faculty Absences; notification issues; policy and process – Alex Binder – will schedule a full-faculty meeting before the end of the semester to discuss
      - Mimi is preparing an electronic form for faculty to use when reporting absences
    3. Misunderstandings about campus Dead Week policy – discussed policy – Alex will talk with faculty about this topic at scheduled faculty meeting
- III. AACSB Accreditation
  - a. Peer Review Team visit date, November 5-7, 2023
  - c. Risk Assessment – next steps; mitigation plans
  - d. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
- IV. Program Coordinator Updates
  - a. Accounting – none
  - b. Business Economics – none
  - c. Business Studies – none
  - d. Computer Information Systems – none
  - e. Finance – none
  - f. International Business – none

- g. Management – none
- h. Marketing – Mary Judene Nance – Phillip Frank has accept our offer and will begin in the 23WF semester

V. Administrative Updates

- a. ADGSB – Din Cortes - none
- b. ADMIN – Mimi Morrison – reminded everyone of Holiday Party date
- c. ADUSB – Lynn Murray - none
- d. DAACR – David Hogard - none
- e. DGBP – Chelsey Decker - none
- f. FC – Alex Binder - none

VI. Adjourn – 4pm

**Fall 2022 Dates to Remember:**

October 28 – Transfer Day

November 3 – Authors Reception at Axe Library November 7 – Final drop day

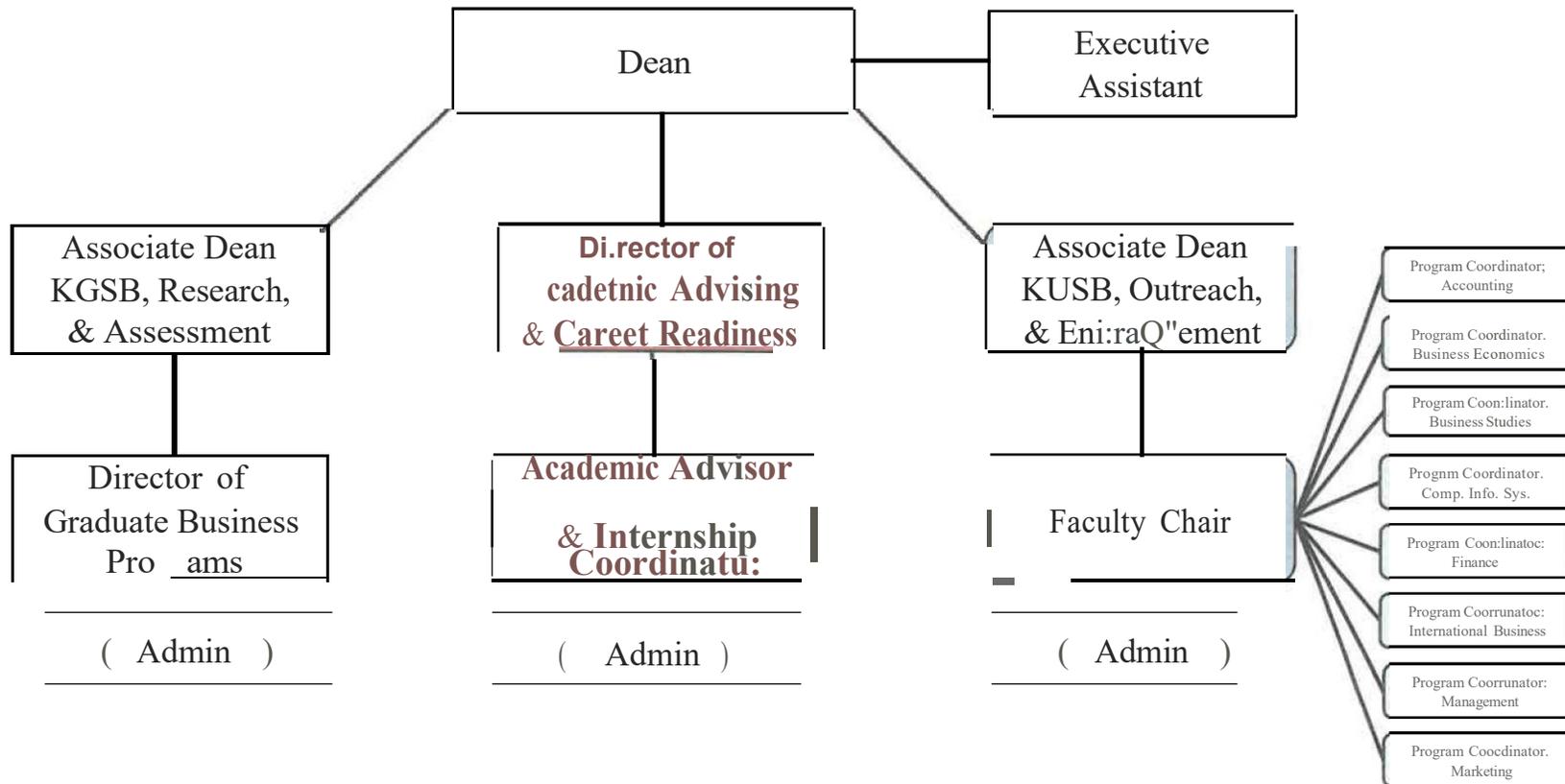
November 21 to 25 – Thanksgiving Week Holiday December 5 to 9 – Dead Week

December 12 – Kelce Holiday Party – 121 Kelce December 12 to 16 – Finals Week

December 16 - Commencement



## 2022 I<.COB Administrative Organization Chart



## Essential Functions (beyond advising) Lost by Kelce College of Business

- Oversight and record-keeping for the admissions process for declared KCOB majors
  - Monitoring GPA requirements and pre-requisite criteria for unadmitted declared majors
  - Processing admissions to the college/ granting rights to upper division enrollment
- Program Coordinator for the new Business Studies major
  - Marketing and recruitment functions
- Oversight of KCOB certificate programs; Insurance and Professional Sales
  - Marketing and recruitment functions
  - Identifying insurance certificate scholarship awardees
- Oversight and coordination of the Business Administration minor for non-KCOB students
- Lead instructor for the Business Professionalism course (taught each semester)
- Faculty Advisor for FBLA-Collegiate (formerly Phi Beta Lambda)
- Member of multiple KCOB Standing Committees (institutionalized in college Bylaws)
- College liaison with Registrar's Office
  - Evaluation of courses requested for transfer equivalency (coordinate syllabi review)
  - Evaluation of outside courses requested for substitution in programs of study
  - Coordinates special permissions/ deviations from official plans of study
- Recruitment of new students
  - Serves as a first contact for prospective students and their families
  - Provides liaison services with Office of Admissions
- Retention of current students
  - Face of KCOB / line of first contact for students with issues (academic and otherwise)
- Career Readiness- liaison with Office of Career Services
  - Produces and delivers workshops for job seeking students
  - Point of contact for employers seeking job recruits and interns
- Assists Faculty Chair and college Program Coordinators in constructing course schedules
- Serves on the Kelce Leadership Team (per college Bylaws)
  - Provides advice and counsel to Dean concerning curriculum and administrative functions
  - Supports daily operations of the college / represents KCOB on various university committees