



MINUTES

Kelce Leadership Team
November 2, 2022

Present: Alex Binder, Din Cortes, Chelsey Decker, Paul Grimes, David Hogard, Lynn Murray

- I. Administrative
 - a. COVID – Status quo
 - b. Campus
 1. KBOR’s Workplace Survey; USS and UPS; results distributed campus-wide – all should review; discussed results concerning second jobs and results for reasons for work satisfaction; differences exist between Pitt State and system-wide results
 2. Transfer Cares, November 14th (see attachment) – students to academic units at 1:00 p.m.; Kelce is prepared to handle expected number of students
 - c. College
 1. Building project; two meetings last week with architects; reviewed program for spaces (offices, centers, classrooms, etc.); reviewed scope of “educational district” downtown
 1. State matching funds will need to be requested within next couple of weeks
 2. Micropolitan Center is on list of state legislative asks
 2. Unoffered courses list; see attachment; discuss which to keep/drop
 1. Need to keep all IB, MGT, MKTG and ECON courses. Faculty Chair (Binder) will talk to program coordinators in Accounting and CIS to see if those specific courses need to stay in the catalog.
 3. Faculty Absences; update on electronic form – Mimi will edit Microsoft version and send out for review; discussed need for sharing and maintaining records
- II. Academic Advising
 - a. Discuss transition ideas – how to reimagine Kelce Academic Advising Center
 1. Dr. Grimes described EWU Business School which is in the downtown Spokane area – experimental SMART building with zero carbon footprint leased by local energy utility rent-free for 10 years to EWU. Main residential campus is 17 miles away in Cheney.
 2. EWU maintains an office of Student Support Services on Cheney campus that is focused on outreach to students, recruitment, retention, and academic support; could serve as model for us if adapted to include other functions (such as internship coordination)
 - b. Student Support Specialist/Coordinator? (need this position to support students)
 1. Could model position off of what EWU has in place – need to conduct all the non-advising activities currently performed by David and the student workers/GAs assigned to center
 2. Lynn, Chelsey and David will meet to discuss what this position could encompass and propose a position description
- III. AACSB Accreditation
 - a. Review visit agenda – last visit’s agenda attached – group asked to think about how to modify agenda to reflect our new organizational structure as well as the changes in AACSB standards
 - b. 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. Administrative Updates

- a. ADGSB – Din Cortes – gone to AACSB Associate Deans conference in Tampa next week; attended Free Market conference in Boise last week
- b. ADMIN – Mimi Morrison – Kelce Holiday lunch scheduled for Monday, Dec. 12; official invitations to be sent out after Thanksgiving; Toys for Tots collection boxes will again be available
- c. ADUSB – Lynn Murray – Career Fair is tomorrow at Neosho High School; will be out until Friday afternoon; will assist with advising while David’s gone next week; working on hiring adjuncts for spring
- d. DAACR – David Hogard – advising office is currently advising for spring; will conduct an evening group advising session; there are at least 100 students who haven’t sought advisement to-date; will be out on Friday as well as M-W next week to conference for new position (EAB system training); career opportunities/recruitment info session for Lockton Co. in mid-November
- e. DGBP – Chelsey Decker – collecting applications for 2 GA openings in the spring; there are 17 applications for MBA/PMBA admissions to review; bookmark for PMBA was finalized this week; working on welcome letter for PMBA students; will talk to Freeman this week about preparations for PMBA Health Care emphasis; there are 81 MBA students petitioning to graduate in December; MBA advising is ongoing; Grad Reception invitation sent out last week; plan to offer MBA info sessions again (before Thanksgiving)
- f. FC – Alex Binder – Eian Monsour, current graduate assistant, – no provisions in faculty qualifications document for graduate students – Dr. Grimes will review to find category that fits this specific classification; discussed having Don Baack as faculty of record for a course in the spring; there will be 18 adjunct faculty in the spring – 2 over budget; working on agenda for Kelce faculty meeting – will try to schedule after Thanksgiving (agenda items to include: faculty travel expectations, overview of dead week and final exam policies; new electronic faculty absence reporting and form; office hours expectations; expectations for practice with regard to modality for course offerings, especially Hybrid courses; prospective student visits; highlight/thank individual faculty who have gone above and beyond)

V. Adjourn – 3:40pm

Fall 2022 Dates to Remember:

November 3 – Authors Reception at Axe Library
November 7 – Final drop day
November 14 – Transfer CARES
November 21 to 25 – Thanksgiving Week Holiday
December 5 to 9 – Dead Week
December 12 to 16 – Finals Week
December 16 - Commencement