

## MINUTES

Kelce Leadership Team  
8:00 a.m. – Room #121  
September 17, 2024

Present: Alex Binder, Chelsey Decker, Paul Grimes, Holly Kent, Lynn Murray (absent), Mimi Morrison

- I. Dean's Administrative Update
  - a. Provost's Academic Leadership Council met yesterday
    1. CTLT; Susan Dellasega discussed Canvas Essentials Microcredential; see double-sided handout attached and list of those who completed pilot training; encourage faculty participation; will distribute to all faculty and GA's in their mail boxes; encourage all to participate
    2. Overload Teaching Compensation Form; long discussion of what to include and who does the form apply to; additional form to be collected from chairs regarding sections likely to require overloads; data required to understand extent of unstaffed positions and to avoid abuse of the system
    3. Susan collecting information on proposed curricular changes and new programs
    4. Study Abroad; discussing proper compensation/incentive scheme for instructors taking students; best practices to be collected
  - b. Drs. Binder, Grimes, and Sikolia met with Drs. Winter and Flood; discussion concerned programming courses and who would teach; agreed that new CS and Math faculty could develop their own courses; DSIS and CS faculties will focus on different languages important to each group's respective programs
  - c. No KLT scheduled for next week as Dean Grimes will be out of office September 23 and 24; visiting Susquehanna University (PA) for an AACSB reaffirmation visit; *KLC is scheduled – will ask everyone to email their updates and reports to the group instead of meeting in person*
- II. Administrative Area Updates
  - a. ADGPB – Chelsey: at U of Arkansas recruiting last week – 21 leads; prepping for traditional MBA advising – want to start earlier; NTUB (Taipei) agreement is coming up for renewal of sister school status; waiting on DSIS elective courses offering descriptions from DSIS faculty for PMBA
  - b. ADMIN – Mimi: distributed new Kelce pictorial directory and will distribute to all faculty/staff; also distributed Fall Food Truck Day brochure
  - c. ADUSB – Lynn: absent – no report
  - d. DSES – Holly: working on updates for all internship course syllabi with Melissa Weed; DSIS faculty voted to change requirement from GPA requirement of 2.5 to 2.25 GPA – aligns with all other majors except Accounting; met with new Academic Advising staff last week – will start regular meetings every two weeks – creating a Teams information page (Kelce Academic Advising) – Janelle Cowan, Jennifer Lawrence, Ashley Wilbur are new advisors; discussion on double-majors that match up practically/to advise students to take; discussed Business Studies matrix as prepared by Dr. Binder for Academic Advising; catalog needs to be standardized for all minors listings
  - e. FC – Alex: Accounting scholarship – will review student name suggested; spring and summer schedules are live and still need a few tweaks; will offer 5 sections of Business Professionalism; not sure who will teach Intro to Management and Risk Management courses – new marketing instructor will teach open marketing courses – Dr. Jiang will be teaching new Health Economics class (as a topics course ECON 693) in the spring
- III. Finalize KCOB Mission Statement wording – see attached handout
  - a. Discussion on potential wording based on input from opening faculty workshop.
    1. Decision made to use the following for our new mission statement:

Dr. Grimes will send this out to faculty later this morning.

- IV. Personnel Updates – all have been approved
  - a. Hiring Updates - Faculty
    - Assistant Instructional Professor of Marketing (NTE) –
    - Assistant Instructional Professor of Accounting and Finance (NTE) –
    - Assistant Professor of Economics (TE) –
  - b. Transferring Faculty from COT
    - Two senior tenured faculty
    - One junior untenured faculty; requesting to modify from NTE to TE
  - c. Hiring Updates – Professional Staff
    - Entrepreneurship Coordinator –
    - Assistant Dean for Graduate Business Programs –
    - Assessment and Accreditation Coordinator –
    - Econometrician (with EDCE) –
    - Data Analyst (with EDCE) –
- V. Old or New Business - none
- VI. Adjourn 9:30 a.m.

**Fall Dates to Remember:**

October 5 – Rumble in the Jungle  
October 7 – 15<sup>th</sup> Annual Kelce Golf Tournament  
October 14 – Midsemester grades due  
October 15 – Economic Outlook Conference  
October 18 – KBOA Fall Meeting  
October 19 – Homecoming Saturday  
November 4 – Last day to drop a single course  
November 22 – Last day of classes before Thanksgiving Break  
November 26 – Last day to withdraw from semester  
December 2 – Classes resume / Dead Week begins  
December 9 – Finals Week begins  
December 13 – Semester closes  
December 13 – Commencement @ 8:00 p.m.  
December 17 – Final Grades Due to Registrar's Office