



MINUTES

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

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

- I. Dean's Administrative Update
 - a. Provost's Academic Leadership Council met yesterday – Dean Grimes missed meeting due to Kelce College Golf Tournament in Johnson County
 1. Highest number of teams and most sponsors in the 15-year history of the event
 2. Extend appreciation to Jeff Ney and his coordinating committee; Jenni and Becky from Advancement
 3. College well-represented; Lynn, grad assistants, student workers, Alex, Kristen, and Mark (all played)
 - b. Supply Chain Management new program proposal; ready for submission; met on Friday to coordinate with CCOT Industrial Distribution proposal – plan is to get curriculum into the curriculum portal this week for approval by FS and on to the Board of Regents
 - c. Dean Grimes will begin preparing proposals for the two new Business Education certificates that will allow the Business Studies BBA to prepare graduates for secondary education licensure; coordinating with Jean Dockers in the COE
- II. Administrative Area Updates
 - a. ADGPB – Chelsey: advising has started this week; working with Rise Point on new PMBA brochures; finished graduate curriculum internship forms yesterday – need to pair with syllabi and submit and go through legislative process; several referrals from Academic Advising for students interested in the MBA program – Holly is meeting with Academic Advising every other week – Melissa Weed talked to them about internships and Chelsey talked to them about MBA, will have Dr. Murray discuss sales certificate, etc. in the future – may ask Program Coordinator's to come to meetings to discuss their areas; first graduate AOL meeting was last week; discussed issues with student in PMBA program
 - b. ADMIN – Mimi: distributed thank you note from late scholarship award recipient - two additional will be coming; date for awards ceremony – April 4 or 25? Will go with April 25.
 - c. ADUSB – Lynn: Rumble in the Jungle went well – need to distribute online MBA materials next year to parents of prospective students
 - d. DSES – Holly: Chelsey & Holly are working on proposal for a faculty-led study abroad trip to France; will be hosting the first business intern and employer reception on November 4 at the Bicknell, 2:30-4pm; working on "Meet a Mentor" gatherings in connection with the Kelce Core Professionalism course; Women @ Work Coffee and Conversation is this week (reciprocity event where they meet with other women focused organizations on campus)
 - f. FC – Alex: working on curriculum paperwork (certificates, new courses, etc.) ; have prepared a spreadsheet which includes all legislation and where it is in the process – all are asked to check off when they sign; discussed personnel issues
- III. Curriculum Updates
 - a. Progress report on HRD Task Force – Alex; moving forward on new degree proposals for legislation

- b. Undergraduate courses and programs (see Alex's spreadsheet)
 - c. Graduate courses and programs (see Alex's spreadsheet)
- IV. Personnel Updates
- a. Hiring Updates - Faculty
 - Assistant Instructional Professor of Marketing (NTE) – update from Dr. Murray on candidate coming for visit this week; will distribute visit agenda
 - 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 –
 - Assessment and Accreditation Coordinator – have received applications for this position; need to move application materials to the Teams folder
 - Econometrician (with EDCE) – Dr. Binder discussed timing for review of applicants to correspond with the AEA's recommendation for labor market clearing; will coordinate with TE econ position noted above
 - Data Analyst (with EDCE) –
- V. Old or New Business - none
- VI. Adjourn - 9:15 a.m.

Fall Dates to Remember:

- 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