



## MINUTES

Kelce Leadership Council  
8:00 a.m. – Room #121  
November 5, 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 –
    1. Latest new edition of the *Pitt State Factbook* will be issued next week
    2. Student Success Center; more turnover with three advisors departing; PAL providing letter to Heather about concerns
    3. Sabbaticals; Susan has concerns about several applications; strict interpretation of KNEA contract guidelines; will review specific applications with deans
    4. Campus Master Planning; Dr. Grimes serving on Academic Affairs sub-committee with the first meeting at noon today at CTC
  - b. Meeting with architects this afternoon via Teams; Mat has planned regular meetings every two weeks going forward beginning November 20<sup>th</sup>
  - c. Dr. Grimes working with Jenni to craft holiday card and letter to donors; update building news; meeting with Kathleen and Becky next week to discuss next steps
- II. Administrative Area Updates
  - a. ADGPB – Chelsey: application deadline is Nov. 15 for spring GA applications – faculty will have access to applications; will give appreciation cupcakes to current GA's; commencement reception will be from 5-6 p.m. on December 13 – invitations will go out this week; working on AACSB surveys; DSIS curriculum paperwork to graduate council last week
  - b. ADMIN – Mimi: out next Tuesday morning
  - c. ADUSB – Lynn: Honors College has a recruiting event this week (Wednesday) – Trip and Tucker will assist; issue with advising first-year students to take specific classes as part of the KCOB Learning Community – trying to remedy this with Heather and Kati in advising
  - d. DSES – Holly: course fee deadline is January 3, 2025 (Business Professionalism course); discussion on how much the fee should be – calculations suggested that \$50 should cover costs of etiquette luncheon and other special course-related events; Holly will prepare paperwork
  - f. FC – Alex: curriculum updates; see below
- III. Curriculum Updates
  - a. Area of Concern: Undergraduate Excel proficiency; revisit certification requirement in DSIS 130 – PC's were asked to talk to their faculty about doing this – positive comments – Alex will explore costs for licensing certification exams; discussion about whether to include certification in DSIS 130 or to make it part of the first Business Analytics course; will discuss further
  - b. Programs (Degrees, Majors, Minor, Emphases)
    1. Human Resource Development BBA and MS – in college curriculum folder, needs to go to FS folder this week; discussed needed signatures and sequence of steps
    2. Supply Chain Management BBA (in cooperation with CCOT's BS in Industrial Distribution) – in college curriculum folder – also needs to go to FS folder this week with signatures
    3. Entrepreneurship Minor within Management BBA – in college curriculum committee folder

4. Business Education pathway within Business Studies BBA; no update
  5. Regional Economic Development emphasis for MBA; no update
- c. Courses
1. Internship – revisions/updates; new course proposals will move forward; need approval and then each BBA program of study must be edited to include new course numbers; incorporate into university catalog
  2. Entrepreneurship – new; need to combine separate files within the system folder for FS review and approval
- IV. Personnel Updates
- a. Hiring Updates - Faculty
    - Assistant Instructional Professor of Marketing (NTE) – Chandler Davidson awaiting offer letter
    - Assistant Instructional Professor of Accounting and Finance (NTE) – awaiting provost’s decision
    - Assistant Professor of Economics (TE) – ad in Job Openings for Economists (JOE) should appear later this week
  - b. Transferring Faculty from COT
    - Two senior tenured faculty – awaiting notification of salary lines
    - One junior untenured faculty; request submitted to provost to modify from NTE to TE
  - c. Hiring Updates – Professional Staff
    - Entrepreneurship Coordinator – applications currently being accepted
    - Assessment and Accreditation Coordinator – Finalist interviewing on campus tomorrow
    - Econometrician (with EDCE, now RED) – job posted and applications being accepted
    - Data Analyst (with EDCE, now RED) – screening of job applicants on going
- V. Old or New Business – none
- VI. Adjourn 9:00 am

**Fall Dates to Remember:**

- November 10 – Early Enrollment begins
- November 22 – Last day of classes before Fall/Thanksgiving Break
- November 25 – Last day to withdraw from semester
- December 2 – Classes resume / Dead Week begins
- December 9 – Finals Week begins
- December 9 – Kelce Holiday Party
- December 13 – Semester closes
- December 13 – Commencement @ 8:00 p.m.
- December 17 – Final Grades Due to Registrar’s Office