



## MINUTES

Kelce Leadership Team  
Email Meeting  
December 20, 2024

- I. Dean's Administrative Update – Paul
- a. Master Planning Committee – Provost Bon is chairing the Academic Affairs Subcommittee for the self-produced campus master planning effort mandated by KBOR. President Shipp needs recommendations in early spring in order to meet KBOR's timeline. Will look at academic buildings that have received low condition scores (there are several) and propose alternatives. Biggest issue appears to be the need to reduce space to meet the board's utilization rate goal for instructional classrooms and laboratories; set goal is 68% and our current rate is 37% (all sister institutions also well below the target with KU and K-State in the upper 40% range and the smaller campuses close or below our rate); will need to reduce campus square footage (removal of Shirk is first step and only a small dent).
  - b. Our new Coordinator for Assessment and Accreditation, Mr. Josh Curran, will start his duties on January 6<sup>th</sup>. He will be officed in 101E accessed through the dean's suite copy room. Josh will be working with both of our Curricula Management and Assurance of Learning Committees to strengthen and enhance our AOL structure and with the KLT in completing all the necessary surveys and reporting requirements for AACSB. Josh will be traveling with Lynn, Lisa, and Jennifer to AACSB headquarters in mid-January to attend training workshops on AOL.
  - c. Congratulations to Phillip Frank and Kay Kim. Both received Faculty Independent Research Awards from the Office of Research and Sponsored Programs. Allocations will be used to support projects within their ongoing academic research agendas.
  - d. Please encourage all full-time faculty members to register with the Office of Research and Sponsored Programs to be included in their Research Profiles database. A \$100 EDC is being offered for those who complete the profiles and schedule an appointment to talk with the ORSP personnel about their research and possible grant opportunities.
  - e. We have not yet scheduled an opening faculty meeting for Spring semester. Waiting to see when the architects will have renderings available and when we receive approval to preview the floorplan drafts with faculty and other constituents. Once that occurs, we will schedule a college-wide meeting to discuss and collect feedback and input.
  - f. The HRD faculty are moving into their Kelce offices over the holiday break. We will hold a welcome reception for them early in the Spring semester. Note that this is a transition period and that they will officially become Kelce faculty members with the start of the next fiscal year on July 1<sup>st</sup>.
- II. Administrative Area Updates
- a. ADGPB – Chelsey:
    1. A great turnout at the Graduate Business Reception on December 13th. Thanks to all who came to congratulate our graduates. Here is a link to the slides at the reception which featured a few of our attendees: MBA Reception Slides-  
[https://www.canva.com/design/DAGYQqFPPXQ/E6DXuCr6jspZSi\\_B5eZnlw/edit?utm\\_content=DAGYQqFPXQ&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAGYQqFPPXQ/E6DXuCr6jspZSi_B5eZnlw/edit?utm_content=DAGYQqFPXQ&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
    2. Approved a total of 77 graduate petitions for Fall 2024.
    3. Working on an addendum for dual-degree agreements with Excelia and MBS.
    4. Reviewing and sending academic alert emails to graduate students based on grades from WF24.
    5. See updated PSU webpage on STEM-designated programs. MBA included: PSU STEM:  
[https://www.pittstate.edu/international/stem.html?utm\\_source=BenchmarkEmail&utm\\_campaign=December %2724 News Blast&utm\\_medium=email](https://www.pittstate.edu/international/stem.html?utm_source=BenchmarkEmail&utm_campaign=December%2724%20News%20Blast&utm_medium=email)
    6. Risepoint (PMBA) working on next steps for newly approved DSIS emphasis. First course set to launch Fall 2025.

- b. ADMIN – Mimi: Wishes everyone a very Merry Christmas and a Happy New Year!
- c. ADUSB – Lynn:
1. Entrepreneurship coordinator search: we've invited five candidates for Zoom interviews that will happen in early January.
  2. Football recruiting visits: Thursdays, Fridays, Saturdays, typically around lunch at the Weede. Three weeks beginning January 9. We'll need some help here with these as I'll be gone the last weekend. I'll send requests to faculty to help.
  3. Upcoming dates:
    - Adjunct Information Sessions - Feb 11, 12 (F2F) & 6pm (Zoom)
    - March 1 - Kelce at the Weede
    - March 28 - Women@Work Luncheon
    - Week of March 31 - MFT. Undergraduate only this year
- d. DSES – Holly:

Student Engagement Updates:

1. My office would like to plan a Maxient training and information session for all COB faculty and staff. Jon Bartlow has offered to lead the presentation and address key topics, including:
  - Who can see Maxient reports? Are students notified of reports? How are reports evaluated and used? What types of situations are appropriate for Maxient tracking?
  - I would like to schedule this session during the second week of the spring semester. This session can also serve as a starting point for discussions on managing academic integrity issues.
2. Thirteen students were awarded the Kansas Insurance certificate for Fall 2024. Once fall grades are posted, I will begin admitting students to Kelce and will provide an updated count at the next meeting.

Business Professionalism Updates:

1. We have soft-launched a new program to connect Kelce Alumni with our Business Professionalism students. This initiative will be tested in my section of Business Professionalism this spring, with the goal of expanding to all sections by Fall 2025.
2. The \$35 course fee paperwork is currently being processed. This fee will cover expenses for the Etiquette/Networking event that all COB students attend during their Business Professionalism course.
  - The course fee will not be assessed during summer sessions.
  - Alex (course schedule builder): Melinda said that the "CF\$" footnote should not be included for the summer offering, as this will incorrectly assess the fee.

Internship Center Update:

Upcoming Events:

- 1/16/25: PSU Career Development will host Chamber Coffee.
- 1/17/25: Career Development, in collaboration with Parker Dewey (micro-internships), will hold an employer info session to encourage local businesses to host PSU interns.
- 1/27/25 – 1/31/25: The Internship Center will host an Open House—details to follow.
- 1/27/25: PSU FBLA will host the state FBLA event for high school divisions.

- e. FC – Alex:

1. I have been fielding several requests from advisors for adding students to closed classes. In each case, I am considering their need for the class and any alternative options they have before allowing admission. Several sections are full and in some cases every section of that course is full, so there will likely need to be some classes moved into different classrooms. I will notify instructors if and when that happens and I appreciate their adaptability. As always, faculty should feel free to ask questions or express concerns by email, phone, or a visit.
2. A large batch of curriculum change documents are now with the Faculty Senate. Included in this batch are the new internship courses, entrepreneurship courses, entrepreneurship minor and certificate, program revisions to fit the internship courses or correct for hidden requirements. They should be approved by the Senate in January or February.
3. I sent the reminders and new guidance for 2024's annual performance appraisal to faculty yesterday.
4. I met with Lori in HR earlier this week about something and when I was there she asked me to remind faculty and staff that they should contact her at least 2-3 years in advance of retirement. So, to all faculty and staff, please contact Lori if you're thinking about retirement.

**Spring Dates to Remember:**

January 6 – Campus reopens for Spring Semester

January 20 – Campus closed for MLK Holiday

January 21 – Classes resume