

**Kelce College of Business
Chair's Meeting Minutes
Wednesday, January 23, 2008
2:30 p.m.**

Present: Dr. Richard Dearth, Dr. Eric Harris, Ms. Becky Casey, Dr. Dean Cortes, Dr. Felix Dreher

1. Updates

- a. Funding for faculty computers – List was due January 22 – Dr. Dearth asked that we get this list to Dr. Scott as soon as possible.
- b. SPEAK test alert – there will no longer be a SPEAK test – TOEFL is re-working their entire system. We are trying to get something to replace the SPEAK test. No action has been taken yet.
- c. State Ethics Concerns – State Ethics Concerns brochures were distributed to Chairs. The Leadership Council will have a seminar on ethics concerns next week at their meeting.
- d. Masters of Professional Science – this has been legislated by Ft. Hays State. It prepares individuals in the science industry and are management oriented business people. PSU may be expected to critic some of these types of programs. This type of degree may be suggested at PSU at some point
- e. Governor's Budget (FY 2009)
 1. No school construction funding is included this year at PSU, and most of the Regents Institutions.
 2. Includes a 2.5% increase across the board in salaries.
- f. PSU Brand Identity Standards Manual – This has been recommended for adoption as is and will be approved.
- g. KBOR Meeting – 2 Platforms discussed at their most recent meeting:
 1. Tuition Increase – BOR members view is that there will be no support for anything other than a single digit increase if it is even that high.
 2. Assessment of Student Learning - PSU may have a mandated student assessment program in the future as required by the BOR.
- h. PSU's Facilities Master Plan – points of interest of the planning council are:
 1. Hartman – Second Floor will be vacated and will be re-purposed.
 2. McCray – Renovation in the Fall with minimal disruption if any according to the campus architect. Dr. Olson is still fearful that there will be a great deal of disruption and has a concern about where the music students will be located.
 3. Kansas City Campus – A new building is under consideration because the lease is up on the current building.
 4. Residence Hall - \$22 Mil. Revenue Bonds
 5. Parking will become a priority at PSU

2. College of Business Discussion Items

- a. PittState Magazine for Spring – We have two pages and this time we can have input into the stories. Departments are asked to give input to the Dean and include pictures. Stories about student accomplishments would be welcome.
- b. Improvements to Kelce Center – we are currently going through a list to work on improving the appearance of the Kelce building. There are plans to do some re-vamping of the display cases in the building, and adding display cases outside of CSIS, MGMKT and ECON.
- c. Keys – Dr. Dearth requested a list of all keys assigned in the building so that we can determine exactly what is needed.

- d. Signage – identify certain spots in the building where signs can be posted for each department and each organization.
- e. Faculty Evaluations Timeline
 - 1. Departmental Goals and Objectives are established before January
 - 2. Faculty submit Accomplishment Reports to Chairs by midnight tonight (1/23/08). Chairs of each department may allow a faculty member back into this on-line reporting, if necessary. Exceptional ratings require a paper submission by faculty and a meritorious rating requires an on-line submission.
 - 3. Faculty should be notified of the Departmental Goals and Objectives by Feb. 15
 - 4. The Dean and Chairs must review the accomplishment reports and establish a rating. A report must be submitted to the AVP.
 - 5. Faculty must be notified of their rating by March 1.
 - 6. Faculty submit their individual goals and objectives by March 7.
 - 7. Chairs must agree to the faculty goals and objectives and assign weights and return to faculty by March 15.
- f. Chair Evaluations – Faculty comments will be gathered and collected in February on line. This is a new process at PSU. This will occur after the faculty evaluations have been completed.
- g. Dr. Dearth asked for recommendations for a Senior/MBA Student for Master of Ceremonies for the Kelce Banquet in April. (Recommendations: Elizabeth Perry, Devon Gorman)
- h. Appoint Ad Hoc Committees – these committees need to be operational as soon as possible. Please give Dr. Dearth names of faculty who are willing to be on committees.
 - 1. Mini MBA
 - 2. BBA Experience
 - 3. International Experience
 - 4. Student Responsibility Code
- i. Accreditation Status report due January 30. Dr. Dreher will give Dr. Dearth a copy of the accreditation report that CSIS uses.
- j. Part-time requests for FY 2009 from Deans due to VPAA – January 31.
- k. Summer Statistical Report for summer of 2008 is due – Dr. Dearth needs to know summer schedule and details for each department and instructor as soon as possible.
 - l. Kelce Outstanding Seniors and Scholars Reception – April 7 – 3:30 p.m.
- m. Graduate Banquet – April 23
- n. Kelce College of Business Banquet – April 28

3. Other Business

Dr. Harris stated that some of the numbers on the Program Review forms for previous years seem to be incorrect and suggested that Chairs double-check their reports. Dr. Bob Wilkinson has stated that he is willing to attend a College of Business Chairs meeting to review the forms and numbers if needed.