

**Pittsburg State University
Kelce College of Business
Chair's Meeting Minutes
Wednesday, April 2, 2008, 2:30-4:30**

Present: Dr. Richard Dearth, Dr. Felix Dreher, Ms. Becky Casey, Dr. Dean Cortes, Dr. Eric Harris, and Mr. Bob Wilkinson (guest).

Dr. Dearth introduced Mr. Bob Wilkinson from the Office of Analysis, Planning and Assessment to talk with Chairs regarding Program Review and the documents that are required from each department. Mr. Wilkinson has looked over all of the documents as they were submitted and stated that the reports were much better than were submitted by departments last year. However, he stated that the review committee will be looking for more detail in the reports and he gave some examples of what information is needed. Especially, they need more explanation on each of the programs and the outcomes, and future plans. Specifically, the committee is charged with closing, maintaining or enhancing programs when the actual review takes place. Dr. Dearth asked that Mr. Wilkinson set up a time to meet with each of the Chairs individually to successfully accomplish completing the reports. Mr. Wilkinson's office will take care of setting up meetings with individual department Chairs.

Dr. Dearth stated that Program Review could affect accreditation in that the accreditation team will ask if how the Program Review process was, and if it wasn't positive, the team will look more closely at the actual final program review reports. Discussion followed between the Chairs and Mr. Wilkinson regarding expectations on reports. Weaknesses should be addressed in the plan. Dr. Wilkinson stated that he wants to assist the College of Business put its best foot forward and is willing to help in any way possible.

1. Updates
 - a. Geographic Jurisdiction – Board of Regents will probably be doing away with this completely. We will have no geographic limitations or rights in the future as far as the BOR is concerned.
 - b. Change of Block Grant Allocation – Discussions about a possible change in block grant allocations were held.
 - c. NESSE Update – very important issue university-wide because of assessment of student perceptions. NESSE survey is now up to 25.29% of those eligible have now responded. There will be another e-mail sent out to those eligible to participate in the survey. Data return will come back to PSU by August. This survey is mandated by the Board of Regents. Last year PSU had an 18% sample, and are shooting for 30% this year. Dr. Dearth asked that faculty remind students to respond to the survey if they have received the e-mails.
2. Departmental Concerns
 - a. ACCTG – They have concerns about a course overlapping with another course. They are considering making the course an on-line course (ACCTG 840). Additional funding request for on-line course to be taught has to be presented to Dr. Snyder in CGS. Dr. Dearth asked Ms. Casey to send him an e-mail with request and he will send it on.
 - b. MGMKT – Dr. Linden Dalecki has been hired as a marketing assistant professor. The MFT will be administered on 4/14 and 4/16 for the undergraduate and MBA students in the Kelce Computer lab.

- c. CSIS – The cabinet makers have been in to see about making the display case for CSIS. It will probably be completed sometime this summer.
 - d. ECON – The display case is ready. They will be placing faculty photos in the display case. They are still on track for hiring the new position which has now closed. The committee will be meeting to review applicants. Discussed costs associated with hiring an international candidate.
3. Discussion Items
- a. **PickaProf.com** – this has caused a great deal of concern in higher education and the university. Apparently this company is requesting information from universities about courses, professors and the grade distribution in each of their classes and then making this information available to students. PSU may decide to post this information for free rather than “giving” it to this company to sell. Dr. Dearth asked Chairs to discuss this matter with their faculty to get feedback. Dr. Dearth stated that there are a lot of ramifications involved with giving out this information – tenure concerns, promotions, teaching evaluations, etc.
 - b. **Paul Simon Award Reception (3:00-4:30)** and **Kelce Scholars Outstanding Senior Reception (3:30-4:30)** are scheduled on April 7th at almost the same time in the Overman Student Center. Dr. Dearth encouraged as many Kelce faculty members as possible to attend this reception to recognize the Kelce “high achievers”.
 - c. Tuition Increase – will probably take affect this year. The possible increase will be 5.9%. Currently it is anticipated that PSU will need at least a 7% increase in tuition to meet costs next academic year. It is anticipated that there will be cuts to make up for the shortfall.
 - d. Talking Points – Dr. Dearth distributed the one copy of the “Talking Points” to the Chairs to review. Copies of this booklet will be distributed to all departments eventually. It contains information readily available to talk with visitors, prospective students, etc. about, and updates will be added regularly to the binders.
 - e. Evaluation of writing – Dr. Donn Judd collected a series of written projects from a variety of sources last year to establish a base-line for writing evaluation, and is attempting to collect this information again this year. Dr. Dearth would like to have a good representation from the Business College on submitting written projects. Dr. Judd needs the projects right away.
 - f. Summer Teaching Enhancement Grants – results were distributed. No one from the College of Business received one of these grants for SU 2008. Dr. Dearth has discovered that in the last 10 years the College of Business has received very few of these grants. This distribution of Summer Teaching Enhancement grants should not be distributed to Department Faculty, but Dr. Dearth wanted Chairs to be aware of the distribution of the grants.
 - g. Summer budget – Dr. Dearth asked the Chairs to look over the summer budget as was distributed and give any corrections/changes to him ASAP.
 - h. Projections of High School Graduates–*Knocking at the College Door* as prepared by the Western Interstate Commission for Higher Education was distributed to the Chairs for discussion. This is a very interesting report with Kansas expecting to be losing 10% or more of high school grads, and Arkansas increasing their percentages.
 - i. Verification of Appointments was discussed again. The issue will be with the process of replacing the Accounting Instructor. Chairs should look over and point out any obvious problems to Dr. Dearth.
 - j. Grade distribution was distributed for D & F down slips.

- k. AACSB – Where do we go from here? One of the things that was to come out of Dr. Cantrell’s visit last week was the establishment of an agreement of what the actual visit should consist of. The itinerary for the visit should be submitted to the team members as soon as possible. Dr. Dearth distributed a tentative agenda for the visit in October, discussed it with the Chairs, and asked for input. Discussion followed on the requirements for the visit and what should be prepared prior to the visit.
4. Upcoming events:
- a. Faculty Performance Appraisal Focus Discussions-Dr. Dearth encouraged chairs and faculty to attend these meetings
 - i. Chairs and Deans – April 8 @ 3:00 pm in 121 Kelce
 - ii. KNEA Unit Member – April 10 @ 3:00 pm in 121 Kelce
 - b. Regent Janie Perkins – Tilford lecture presenter – 2:00 pm – April 25
 - c. Graduate Banquet – April 30
 - d. College of Business Banquet – April 28
 - e. College of Education Reception – May 1
 - f. Commencement – May 16 and May 17