

**Kelce College of Business
Pittsburg State University
Chair's Meeting Minutes
Wednesday, July 30, 2008, 1:30 p.m.**

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

1. Provost's Leadership Council Updates
 - a. Facilities Master Planning Council
 - i. A copy of the Agenda for Facilities Master Planning Committee – July 21, 2008 was distributed to the Chairs. An essential part of the updated plan is that McCray has been delayed and there will not be any classes held in that building for the fall 2008 semester.
 - ii. The Russ Hall project has been delayed and will not be completed before the semester begins.
 - iii. The KSANG Readiness Center/PSU Classrooms and the Student Rec Center is set to open on August 4.
 - iv. Kelce deferred maintenance updates are scheduled to be done during the summer of 2008. All 4 major bathroom facilities will be renovated, a new roof will be constructed over MGMKT, as well as any other roof repairs that are needed will be completed, and every exterior window and door in the building is to be replaced.
 - b. Provost's Leadership Council Retreat will be August 14 at the Polymer Research Center.
 - c. Coursepack and copyright policy at PSU was discussed. This topic will be covered at the Kelce Opening Meeting. The Provost's office will be sending a notification to all PSU faculty regarding this issue before the fall semester begins.
 - d. Storm Shelter Identification has been delayed.
 - e. Another parking lot, to be located behind Grubbs, will be ready before the fall semester.
 - f. The Media board at the stadium will be up and running by the first PSU football game.
 - g. Enrollment headcount numbers for summer 2008 and early enrollment numbers for Fall 2008 were distributed and discussed. There has been some concern over summer 2008 enrollment figures since the total headcount for PSU is only up by 4. Summer staffing availability and funding was discussed.
 - h. Institutional Effectiveness Chairperson Search was discussed. This document will be finalized in the near future and will be distributed to all faculty. The person accepting this position could possibly have one-course release for any full-time tenure earning faculty member.
 - i. Speak Test. The Proposed Policy for International Students taking the Speak Test was distributed and discussed. Five different Speak test versions are still available to be given at PSU during the fall semester.

Students can re-take the test 1 time. In the Spring 2009 there should be more Speak tests available.

- j. PR Stories. Each department/college is responsible for getting their individual stories in to the Public Relations Department for publication. Chairs are asked to e-mail informational stories about faculty or alumni to the PR department with a copy to Dr. Scott.
- k. The International Studies Major was discussed. The Social Science Department has discussed taking this major from the Department of Social Sciences and making it an independent program under Arts & Sciences. The College of Business utilizes some of the program offerings within some of its majors. Dr. Dearth has asked for input before there are changes made since this could affect some College of Business majors.
- l. Introductions at Opening Meeting. A list of all new faculty and newly assigned faculty was distributed as prepared by the President's Office. Dr. Dearth asked Chairs to introduce each of their new faculty at the Opening Meeting.
- m. Planning Exercise for Budget Cuts – Due August 15. There was a brief discussion on the study that is being conducted and on possible budget cuts in FY 09 and FY 10.
- n. University Professor Reception. This will be held sometime during the fall 2008 and will honor all faculty who have had university professor status.
- o. Change in IEP grading procedures was discussed as per handout.

2. Updates from Academic Departments

- a. Management and Marketing.
 - i. Brian Duncan will be teaching the new section of Legal & Social in the fall.
- b. Computer Science/Information Systems-
 - i. No Report
- c. Accounting.
 - i. They are ordering new letterhead from Pittcraft and should officially list the College as “Kelce College of Business” on that letterhead.
- d. Economics, Finance & Banking.
 - i. Dr. Cortes stated that Dr. Brad Hodson has agreed to teach one of Dr. Smith's classes for the fall and they are still looking for instructors for his other 2 classes.
 - ii. Discussed the Grad Now project.

3. Discussion Items

- a. AACSB.
 - i. The last draft of the Fifth Year Maintenance Report was distributed for discussion, review and input. The report is due this Friday, August 1 to AACSB.
 - ii. Dr. Harris and Dr. Dearth have been working on assessment issues and reports which will be required by the AACSB Review Team. Dr. Harris

gave an overview to the Chairs and Dean on assessment issues which will potentially be presented to the accreditation team.

- b. New Faculty Orientation will be on August 19 & 20.
- c. Opening Meeting.
 - i. A copy of the Tentative Kelce Opening Faculty Meeting Agenda was distributed for discussion among the Chairs.
 - ii. Dr. Dearth asked Chairs to give him names of representatives to the Committee's for which he is responsible for by the time of the Opening Faculty Meeting (SPC, Technology, Continuous Improvement of Instruction, International Business and Fundraising Committees). Other committees are elected in the departments with representatives to the Kelce committees as elected by the committees. Ad Hoc and possible new Ad Hoc Committees were discussed.
 - iii. There will be a mandatory faculty meeting scheduled after school begins. A make up meeting will be scheduled for those who don't attend the first meeting.

The meeting closed at 3:30 p.m.

Richard Dearth, Interim Dean