

**Pittsburg State University
Kelce College of Business
Chair's Meeting
Minutes**

Wednesday, September 3, 2008; 2:30-4:30 p.m.

1. Updates:

a. ETCC Meeting Update:

1. Lecture Capture: PSU will have this capability by the spring 2009 semester. Teachers will be able to video record the lectures given in their classroom and can actually download the lecture on Angel for students to view, along with also being able to download other course information used in lectures. The "Lecture Capture" will be optional to each instructor, but students will be informed that this will be available. The cost for each classroom is very high (approximately \$10,000-\$15,000 per classroom). Chairs are asked to give input from their departments to Dr. Dearth.
2. GUS - Down Time: OIS states that the down time at enrollment time on GUS has to do with a problem within the system and they have someone from IBM looking into the problem. OIS will try to give the campus time-lines for when GUS will be back up and running in the future.
3. E-Mail: PSU is still struggling with every student having a pittstate.edu account which is to be outsourced through google mail. At some point every PSU student will have a pittstate e-mail address.
4. Password Policies: The password policy at PSU is the same as it has been for many years. The password policy will be reviewed in the near future.
5. Message Village: There are problems with getting duplicate messages in "Message Village" and in e-mail.

b. Gorilla Bookstore desk copy policy. A copy of this policy was distributed to the Chairs for review.

c. Library - Textbook policy. There has been a conflict at the Library with students trying to check out textbooks for various courses. Textbooks are not available for check out from the library, but instructors may place textbooks on 2 hour reserve for student use.

d. FY/AY 2010 appointment dates were officially distributed to the Chairs.

e. Legislative process webpage:

<http://www.pittstate.edu/admin/provost/CourseandProgramLegislativeProcessandForms.html> This was distributed to Chairs for review.

2. After hours building passes. Copies of the "new" building passes were distributed as required by University Police. If students are going to be in the building after hours, they must have a building pass and a student ID, or they will be escorted out of the building and off campus. If faculty are with the student a building pass is not required. The blank building passes have to be ordered from University Police by each department. Each college is required to send to University Police a list of "authorized signatures". Dr. Dearth asked each department to give him this authorized signature list by e-mail.

3. Course designation - online/hybrid/traditional. There has been some concern at PSU about changing the nature of a course after it begins. This has actually happened at PSU where an instructor changed the course from a face-to-face course to an on-line course in mid-semester. Dr. Dearth asked for input from the Chairs/Departments about whether we should have designations (online/hybrid/traditional) for courses that cannot be changed once the course begins. This could lead us to have new standards for quality and content of courses.

4. Enrollment numbers for fall 2008 were distributed to each department by e-mail. The biggest concern is in returning students - this number is down. MBA enrollment #'s were

also distributed. Dr. Dearth asked Chairs to give him input on why students are leaving our programs.

5. Concurrent Enrollment. This topic is still being discussed and there will be a mandate at some point. PSU wants to start concurrent enrollment in high schools at the sophomore level.
6. Departmental Concerns
 - a. MGMKT – Dr. Harris brought up that there has been discussion on transferring in Business Strategy. There is a possibility that Operations Mgt may be dropped.
 - b. CSIS – no report
 - c. ACCTG – no report
 - d. ECON – no report
7. AACSB –
 - a. Dr. Dearth discussed the list of faculty to be at tables at the 10/6/08 lunch with the AACSB Team. If there are obvious problems, Chairs are asked to inform Dr. Dearth as soon as possible.
 - b. We will be working on putting together documents for the evidence room.
 - c. Mandatory meetings with the faculty will begin next week.
8. Upcoming events:
 - a. 2009-2010 AY staffing and salary increase requests to Provost – September 15
 - b. Kelce Board of Advisors Meeting – September 15
 - c. KBOR meetings – September 17-18
 - d. Dr. Scott on vacation – September 18-22
 - e. President’s Club Dinner – September 19
 - f. Student Recreation Center/Pittsburg Armory Dedication – September 27
 - g. University Professor Reception – Tuesday, October 7
 - h. FY10 staffing request allocations back to Deans – October 15
 - i. Homecoming – October 18
 - j. Catalog copy – October 31
 - k. Summer 2009 requests to Provost – October 31
 - l. Summer 2009 allocations to Deans – December 1
 - m. FY10 part-time requests to Provost – January 31
 - n. FY10 part-time allocations to Deans – February 15
 - o. Goals & Objectives for new faculty are due within 30 days of initial employment for 2008 (actual date is Sept. 17).
9. Career Explorations Classes. Dr. Dearth asked if any of the Chairs would be available to talk to Career Explorations classes. Days times of classes are: Tuesdays at 11:00, Wednesdays at 3:00, Thursdays at 2:00. Dr. Harris is available at 2:00 on Tuesdays.
10. Wireless drops. Dr. Dearth discussed the e-mail from Chris Fleury/Jerry Smith regarding wireless drops in the building that cannot be supported by our Tech Support staff. Each department can handle this the any way they choose. The Dean’s office will have 2 computers on the wireless network.

The meeting adjourned at 4:10 p.m.

Richard C. Dearth, Interim Dean