

**Pittsburg State University**  
**CHAIRS MEETING MINUTES**  
**Wednesday, December 3, 2008; 2:30 p.m. to 4:30 p.m.**  
**College of Business Dean's Office – 101 Kelce**

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

**Absent:** Dr. Dean Cortes

1. Updates

a. President's Council

1. Budget cuts – There will be 3% across the board budget cuts this fiscal year in State of Kansas Institutions and 4% has been recommended for next year. The 4% cut for next year is currently under appeal. Cuts this year should not affect OOE accounts. Classified pay increases for FY 2010 will probably be affected.
2. pittstate.edu e-mail policy - New proposal will have a pittstate.edu e-mail account assigned to every student when they first arrive at PSU and faculty will be required to use only that account to contact their students. This has not yet been implemented.
3. Use of Student Technology Fees – justification will be required for expenditures from these accounts regularly. Dr. Dearth meets with the Student Leadership Council regularly in order to meet the policies for spending these funds.
4. University Professor Selection committee - a copy of a letter from Tim Thomas, President of PSU/KNEA, questioning whether Chairs should be on the UP Committee as well as other issues. Discussion in the Provosts meeting was that there should be no changes in promotion procedures.

b. Provost's Leadership Council

1. Graduate assistantship early withdrawal repayment policy (Dr. Snyder) – a copy of a draft proposal on Graduate Assistant appointments was distributed. The proposal states that GTA's who either choose to leave their assistantship or are terminated before their appointment end date may have to repay part or all of the tuition that was covered by that assistantship. Dr. Dearth voiced his opposition to this proposal in the Leadership Council Meeting.
2. Positions that require a credit check – are to be listed by Human Resources. There are still some questions about which positions will require a credit check.
3. Webpage issues – Dr. Dearth has been concerned that he is unable to add content to the COB web page and has discussed this with University Marketing. Some changes have been made.

c. Institutional Effectiveness Committee

1. Writing Samples – writing samples are needed from faculty from their courses this semester for this committee.

d. Assessment Committee

1. CLA – this standardized test (for critical thinking skills) will be administered to students each semester as part of one MGMKT 645 course and one ECON 665 course in the College of Business. Courses in other colleges at PSU will also take this exam. Taking of this exam will be tied to the students' grade. The College of Business may be able to tap into this test as course specific to test capacities in areas such as applications, reading capabilities, writing capabilities, etc.
2. General Ed Assessment
3. College of Business Assessment plan

e. December commencement -

1. Shorten the Outstanding Alumni portion
2. Pictures
3. Faculty expectations for attending commencement – 1 commencement per year must be attended by each faculty member and they are required to be in full regalia. Faculty will be asked to let the College know if they are attending.

2. Discussion items

- a. Summer 2009 allocations – A copy of the Summer 2009 Salary Allocations worksheet was distributed. The COB is within about \$20,000 of the funds that were requested. Dr. Dearth will talk to each chair individually to make sure each that the figures for each department

match with what is actually needed. Youngman funds will probably be only 55% - down from 70% last summer. Dr. Dearth asked that Chairs find out from their faculty who would like to have Youngman funding for SU 09 and are asked to give that information to Dr. Dearth as soon as possible.

- b. Sabbatical leaves for FY 2010 – ranking of sabbaticals for FY 2010 was distributed. The applicants are ranked by the Faculty Affairs Committee of which there is currently not a rep from the College of Business. Discussion followed on how sabbaticals are granted and the procedure used.
- c. Inclement Weather Notification – A copy of an e-mail from Academic Affairs regarding inclement weather notification was distributed. There will be a revamping of this feature in the bulk e-mail system.
- d. ISBN Numbers on Syllabi - this will be mandated at PSU by 2010.
- e. Electronic Appointment Process – Chairs are asked to inform Dr. Dearth if they would like to receive training from HR on this new process for unclassified staff.
- f. Summer and Fall schedules – due dates were distributed
- g. Chairs Meeting schedules – these were distributed for the spring semester.
- h. Student code of ethics – a revised draft copy of the Code of Ethics for the College of Business was distributed as adapted from the Code of Ethics of Illinois State University. Chairs are asked to review the proposal.
- i. Review of University Credit Awards for Advanced Placement Program. Students in some high schools are allowed to take exams for testing out of subjects in colleges. Dr. Ivy has asked Academic Department Heads to review the current policies and give him their input. Dr. Dearth has some concerns regarding calculus and other math courses that would allow AP credit for math/calculus courses that are prerequisites for specific business courses.
- j. Bomb Threat update – The threat a few weeks ago was made from a reportedly stolen cell phone and it is thought that it was made from the Joplin area. That is all of the information that is available at this point.
- k. Brass Spectacular – Summer 2009 – This event has been cancelled.
- l. Math 153 – Discussion with math faculty. There have been complaints from business students and faculty about MATH 153 and the teachers of the course who assume business students will flunk out of the course. Dr. Dearth is planning to meet with the Chair and faculty teaching MATH 153 in the Math Department about this issue. There was discussion about whether MATH 153 should continue to be a prerequisite for some of business courses. There was discussion on adding a Business Communications course to the business curriculum.

### 3. Departmental Concerns

- a. Accounting - none
- b. CSIS - none
- c. Management & Marketing – Dr. Box has concerns about the Mini MBA program enrollment for the spring semester. There are also concerns about the quality of prospective GA applicants for the spring semester.
- d. Economics, Finance & Banking - none

### 4. Upcoming events:

- a. Presidential search firm w/Faculty/Chairs and Deans
  - Chairs - December 8th @ 2:00 p.m. Balkans Room
  - Deans – December 9
  - Open Faculty – December 9 – Balkans Room
- b. Fall Commencement – December 19
- c. FY10 part-time requests to Provost – January 31
- d. FY10 part-time allocations to Deans – February 15

The meeting dismissed at 3:50 pm.

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Dr. Richard C. Dearth, Dean  
Kelce College of Business