

**Kelce College of Business  
Chair's Meeting Minutes  
Wednesday, December 10, 2008;  
2:30 p.m.-4:30 p.m.**

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

1. Updates

a. President's Council

1. Guns on Campus - there is a national group trying to get various states to change their stance on allowing guns on college campuses. Apparently they were successful in bringing about this change in Utah and will possibly be targeting the state of Kansas soon. PSU administration is not supportive of guns/weapons on campus.
2. Enrollment Concerns - there are concerns on campus about the downward trend in zero hour and transfer student applications to PSU. Emphasis is being focused on enrollments in programs where tuition is paid.

b. Facilities Master Planning

1. Kelce renovation - funds are on-hand to make renovations during summer 2009. There may be some minor disruptions of services when replacing windows, etc. All bathrooms will be renovated and all windows and doors will be replaced along with upgrading heating and air conditioning systems.
2. Storm shelters - this has been an issue for over a year. A structural engineer has visited campus, however, the results are not available until the plans have been reviewed by the university architect.
3. Master Plan for Joplin Street - a compromise was reached between the city and the university to narrow Joplin Street in front of the stadium and install a gate that can be opened up at times.

- c. New Faculty Orientation - a copy of the attendance at the New Faculty Workshops was distributed. The Provost has stressed that attending new faculty events is very important and expects new faculty to attend most if not all of the sessions.

2. Discussion items

- a. Convert all students to @pittstate.edu email address. This topic has been discussed at length in President's Council. For official purposes from faculty and administration, it will be assumed that students are receiving e-mails to their pittstate.edu account. The purpose of using g-mail (even though the e-mail address will state that it is a pittstate.edu account) is that along with it come "google apps" and access to those additional applications.
- b. Lecture Capture - Any one willing to try it? This topic was also discussed at length in President's Council. Dr. Dearth voiced his concerns about students not attending class if this becomes available. He is also concerned about who then owns the "lecture capture". At this point lecture capture is only available on audio at PSU along with anything displayed through the computer, but has the capability of becoming a video capture too. If faculty members within the college are willing to try lecture capture software will be purchased so that some can try the system on a trial basis. Dr. Dearth asked for names of faculty who might be willing to trial testing.
- c. Faculty use of Inclement Weather notification system. The current system is not ideal but will be utilized until something else can be implemented. Using this method of contacting students will be up to individual instructors. In the future there will be options to cancel classes for other reasons. Faculty can still notify students through the roster system in GUS.
- d. Office of Information Services Unit Plan. A copy of this plan was distributed to Chairs for review.
- e. Faculty use of Angel. Concerns have been expressed by students that faculty are not using Angel in the manner in which they would like to have information relayed to them.
  1. Grade book workshop 1/14 and 1/22 in each college - this will be sponsored by the Provosts office for faculty. Dr. Dearth asked Chairs to encourage faculty to attend one of these workshops. Dr. Dreher expressed his concern over privacy issues related to publishing private information on Angel. There was additional discussion

on whether faculty are "required" to use Angel since there are some faculty who don't use it. Dr. Dearth stated that faculty are not to be forced, at this point, to use Angel.

- f. Vacation schedules –
  - 1. The University closes at the end of the day on December 23 and re-opens Monday, January 5. Dr. Dearth will be out from Dec. 24 and will return on January 5. Chairs are required to use vacation time, discretionary day, Veterans Day comp time, etc. if they are gone.
- g. GA appointments – there are problems with getting quality applicants for GA positions. Dr. Dearth asked Chairs to try to recruit quality GA's for their departments. A GA has been hired by the College of Business Dean's Office for the spring semester to work 10 hours per week in the Grubbs writing center with business students, and 10 hours per week in the COB Dean's Office. If faculty refer students to the writing lab they are asked to send the actual written assignment and expectations with the student to the writing center. It would also be beneficial for students to make appointments with the GA in the writing center before going.
- h. University Professor tentative list is now out. There are only 4 applications that will go to Dean's Council for approval. Dr. Jim Harris (renewal) and Dr. Thomas Box (new) are on the list for UP in the College of Business.
- i. Promotion and tenure schedule - years of service issue was discussed. There have been concerns about faculty who are credited with years of service and how that is computed into when they are eligible for tenure status. There was discussion about clarifying department tenure guidelines for those faculty who are not yet tenured.
- j. Budget Concerns – There is ongoing discussion that there will be a 3% across the board budget cut for this fiscal year. There may be a moratorium placed on travel for state of Kansas employees, and a possible hiring freeze for state employees.
- k. Project Time Line, as prepared by Dr. Dearth, for the College of Business for the next 12 months was distributed. Chairs were asked to look over the time line and make recommendations of items that should be added.
- l. CLA Exam – Dr. Ahsan's MGMKT 645 capstone course will be utilizing the CLA exam. Dr. Dearth asked Dr. Cortes if they are interested in having the capstone course in Econ take the exam and to contact Charlotte Barnett about that.
- m. Presidential Search Committee. There was discussion on required qualifications for applicants for the Presidents position since it appears there were some problems with qualifications that were listed or not listed in the ad that appeared in the Chronicle.
- n. Honors College listing of College of Business students was distributed for informational purposes.
- o. Lab printer – a new laser jet printer has been ordered for the Kelce Computer Lab that will be installed before the spring semester begins. There is also the possibility that a color inkjet printer will be purchased which will allow students to print in color in the Kelce Lab.
- p. Upper division writing assessments – Dr. Dearth needs to know what faculty have supplied papers for spring 2008 or fall 2008.

3. Department Concerns:

- a. MGMKT –
- b. CSIS – Barbara Clutter will be gone for about 4 weeks beginning next week after having surgery.
- c. Acctg – Ms. Casey asked about using the syllabi template for the spring semester. Dr. Dearth stated that the template will be available soon.
- d. Econ – Dr. Muoghalu would like to use FISCAL software again. The cost is \$500 and will be purchased by Econ and reimbursed with student tech funds.

4. Upcoming events:

- a. Fall Commencement – December 19
- b. FY10 part-time requests to Provost – January 31
- c. FY10 part-time allocations to Deans – February 15

The meeting adjourned at 4:00 pm.

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Richard Dearth, Dean