

**Pittsburg State University
Kelce College of Business
Chairs Meeting Minutes
Tuesday, January 6, 2009**

1. Departmental Concerns

- a. Accounting – Dr. Herath resigned on Friday of finals week and will not be teaching in the spring 2009 semester. Ryan Bevins and Jeff Poe have been hired to teach and Dr. Heath will teach 1 overload course. Dr. O’Bryan has changed his load so that the Financial Accounting course would be freed up for an adjunct to teach. Dr. O’Bryan will also be moving into Warren Deatherage’s office.
- b. Computer Science – Barbara will be returning probably 1 week after classes begin.
- c. Economics, Finance & Banking – nothing to report.
- d. Management & Marketing – Mini MBA program will begin this Friday and will run for 10 weeks.

2. Discussion items

- a. AACSB Announcement Reception – Dr. Dearth discussed holding a reception with Dr. Scott. We will plan to have a simple reception at the end of January. The campus community will be invited to the reception and we’ll try to get some publicity from the newspaper and television stations.
- b. Common Syllabi for All Classes – a template for a common syllabus was distributed via e-mail to all faculty to use for the spring semester. The AACSB visitation team had stressed that course objectives should be clearly defined and using a common syllabus in the College is one way to accomplish that. Dr. Dearth stressed that items can be added to the syllabus as needed.
- c. Student Code of Conduct – Dr. Dearth would like to have comments on this and will discuss at the Kelce meeting next week.
- d. Review AACSB Consultation Report – a copy of the Consultative Accreditation Review Report from the AACSB visitation team was distributed and bulleted items were discussed:
 1. AACSB annual reports should be organized around action items and should be referenced to the strategic plan. The strategic plan and mission will need to be “re-worked”.
 2. The new student code of conduct should be posted in the building and distributed to faculty and students. Dr. Dearth would like to develop a prototype of a student handbook for the College of Business during the spring semester.
 3. Consider expanding course offerings in the early evening for non-traditional students. We need to be concerned about scheduling in this regard in WF 09
 4. Consider increasing outreach for economic development purposes. May be able to accomplish this in cooperation with the BTI and the city of Pittsburg. It is best to wait until we have a new University President and a new BTI Director to determine the best course of action.
 5. Establishment of a business incubator as a development tool. This type of tool also ties into the BTI and SBA.
 6. Increase relationships with the College of Technology. This item will be looked at in the future.
- e. Updated faculty CVs each semester for AACSB. This policy will begin in the spring 2009 semester even if faculty vitas do not change. Updated vitas will be due by February 16. Faculty will be asked to use the established template, and should include publications from July 1, 2008 – June 30, 2013.
- f. Hard copy of publications each semester for AACSB. Publications will need to be submitted to the Dean’s office each semester. Due date for faculty will be February 16.

- g. Strategic Planning Committee – Review of Mission Statement. Dr. Dearth would like to have a realistic time frame for initiating discussion on this issue. Meeting will be planned for January with the SPC and Dr. Box.
- h. Graduate Assistant for the Grubbs Writing Center during the spring semester was discussed.

3. Upcoming events:

- a. FY10 part-time requests to Provost – January 31, 2009
- b. Faculty submit accomplishment reports to Chairs - January 20, 2009
- c. Scholarship Applications Deadline – February 1, 2009
- d. February - CLA will begin
- e. Live Text Demonstration – February 18 @ 1:00 p.m.
- f. Summer 2009 Schedule Due to Registrar - February 20, 2009
- g. WF 09 Schedule Due to Registrar - February 27, 2009
- h. Annual Performance Appraisal due to Faculty - February 27, 2009
- i. Kelce College Banquet Date - April 20, 2009

One change to the minutes from the December 17 Chairs meeting was discussed – minutes will be amended.

The meeting dismissed at 4:00 pm.

Richard C. Dearth, Dean
Kelce College of Business