

**Pittsburg State University
Kelce College of Business
Chair's Meeting Minutes
Tuesday, January 13, 2009; 2:30-4:30 pm**

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

1. Updates

a. Facilities Planning

1. Master Plan – City Commission Meets tonight. Agenda will include the Joplin Street issue and closing the alley behind Overman home and the plaza by Whitesitt and closing Lindburg Street.
2. Kelce Renovations are on track as of this date. PSU Deferred maintenance will probably be put off due to budget cuts, but this shouldn't affect Kelce renovation plans. Window designs for Kelce will be presented this week. Bathrooms will be designed within a month and will be asking for input when we know that funds are available.
3. Shovel Ready projects. The State has asked for an immediate request for any "Shovel Ready" projects (ready to bid). This would include items that have completion dates within one year.
4. Storm Shelter. A structural engineer was on campus last year to make a determination of what buildings would be the safest for seeking shelter during storms. After the campus architect reviews the plans, those facilities will be designated for shelters.

b. The December Commencement ceremony was reviewed at the Dean's meeting today. There were quite a few glitches in the ceremony and recommendations were made to simplify. Faculty will now enter immediately following the platform committee. After everyone is in, the Star Spangled Banner will be sung.

c. Legislative Post Audit – KBOR requests for data generated from Legislative Post Audit or Legislative Research Department (Jan. 13) was distributed and discussed.

d. FY09 & FY10 Budget matters

1. Governor's Budget. A copy of the proposed revised budget for the state was distributed for Chairs to review. There will probably be a 3% budget cut this fiscal year and 4% next fiscal year. Contracted travel monies, contracted faculty salary monies cannot be touched. That leaves department OOE and student technology funds which could be reduced. There will not be funds available to purchase faculty equipment this fiscal year.
2. BOR Meets Thursday and state agencies should receive notification on actual budget cuts after that.

2. Departmental Concerns

- a. MGMKT – Dr. Box received a Master Professor Award
- b. CSIS – Barbara Clutter has returned to work part-time this week.
- c. Acctg – will be ordering a display board from Crestline and can get a discount if more than 3 are ordered if any departments are interested in ordering. Department would like to distribute lanyards, etc. at recruiting events and will be ordering those soon. Any department interested in ordering with them should let Ms. Casey know. Dr. Heath received a \$15,000 grant from the IIAA
- d. Econ – discussed meritorious status for faculty
- e. There was discussion on tenure guidelines, specifically in the area of publications.

3. Discussion items

- a. SPEAK test policy still exists according to Dr. Snyder. If student hasn't taken the TOEFL before entering graduate school, the student will be required to take the TOEFL until the SPEAK test is straightened out.
- b. Weather cancellation. There are several issues on weather cancellations for classes. Some faculty will call off class several days ahead of time if there is a poor weather forecast. This is considered abusing the policy. There is now a banner system to be run on the PSU web-site in the event of poor weather. If there is anticipation of class closings due to bad weather there will be a banner going across the PSU home page and will refer individuals to the class cancellation listing. If faculty are sick, they are to use the class cancellation notification system in ANGEL only, not the inclement weather cancellation. If there is another reason for cancelling class (i.e. bomb scare), PSU will soon have the capacity to e-mail all individuals affected in that particular building. Text messaging will still occur as a system of notification.
- c. Departmental request to receive override on production cost of coursepacks. One particular instructor has asked to have his department receive royalties from Barnes & Noble for selling his materials. This is not allowed.
- d. Enrollment Day and advisement assistance by departments
- e. Angel grade book. Student Leadership Council is pushing for all faculty to utilize the Angel Grade Book. Dr. Dearth encouraged Chairs to encourage their faculty to attend any training sessions on Angel which are offered.
- f. Tegrity / Lecture Capture. Dr. Fogliasso and Ms. Wachter will be participating in the trial run during the spring semester for the College of Business.
- g. Background Checks. There was a problem that came up with the very first back ground check that was conducted on campus. It turned out to be minor, but has generated a lot of discussion.
- h. Faculty Start Date. Faculty are required and encouraged to be in attendance on the start date of their faculty contract. Discussion

- followed on faculty office hours. There have been some problems with faculty not being available during their scheduled office hours. Dr. Dearth stated that the Provost will support faculty being required to have 10 office hours per week outside of class during times when they are to be available to students. Faculty are also required to hold their finals during the scheduled time during finals week each semester.
- i. University Professor. COB faculty who applied were approved for University Professor this year. There were several prominent PSU faculty who were turned down for University Professor status this year. There are templates for applying for promotion up to professor status and tenure, but nothing for UP status. This will be developed.
 - j. Sabbatical selection process. New rules will apply to the sabbatical selection committee next year because of perceived conflicts of interest this year.
 - k. Kelce Faculty Meeting (1/14) proposed agenda was discussed. The common syllabus will be required to be implemented by faculty no later than the fall 2009 semester.
 - l. Computer Information Systems/Computer Science. A resolution of the Program Review for CSIS will need to take place. Dr. Dallman, Dean of PSU's College of Technology, has visited with all CSIS faculty about a possible integration of computer science programs into the College of Technology. It is uncertain exactly what will happen with reorganizing the department.
 - m. College of EECS (Chung Yuan Christian University). PSU has been offered a scholarship for up to \$3,000 each for 3 business students to participate in a business program in Taiwan this summer. Program is pertinent to international business subjects. Deadline for submission of names to Chuck Olcese is in February.

4. Upcoming events:

- a. Maintenance of Accreditation Reception – January 29 – 4:30-6:00 pm in the Heritage Room of the Student Center. All Kelce Faculty and staff are encouraged to attend the reception.
- b. FY10 part-time requests to Provost – January 31.

The meeting dismissed at 4:45.

Richard C. Dearth, J.D., Dean
Kelce College of Business