

# **Kelce College of Business Chair's Meeting Minutes Tuesday, March 24, 2009**

The meeting convened at 2:30 p.m. on Tuesday, March 23, 2009 in the Dean's office. Dr. Dearth, Dr. Dreher, Mrs. Casey, and Dr. Harris were present. Dr. Cortes was on his way home from Taipei.

1. Updates and New Business
  - a. Foundation projections – FY10
    1. No budget cut information from Dean's meeting earlier today.
    2. Foundation is trying to get us ready for 2010.
    3. Income was down by 9% this year.
    4. Projection is for 18% loss of income for next year – resulting in much less in scholarship money
  - b. Library – History Software
    1. Library has purchased software in a consortium with area community colleges whereby research can be done on-line for the history of a specific item and video and pictures and can be downloaded to Angel.
    2. Training will be forthcoming.
  - c. Technology Ethics Seminar – March 26 - The College of Technology is offering a seminar that is available to Business Chairs.
  - d. Non-disclosure, Confidentiality and Limited Use Agreement for PSU
  - e. Social Security Number policy - Non-disclosure, confidentiality, and use agreement must be signed by all; including non-disclosure of social security numbers. Any input on the forms should be made to the Dean.
  - f. Summer budget, enrollment and marketing
    1. Summer budget is set for funding what is currently scheduled. There could be additional money through Continuing Studies. All applications are to be routed through the Dean's office.
    2. Mrs. Casey would like to offer Financial Accounting in both summer terms. Dr. Dearth asked if Mrs. Casey could find someone to teach it and to let him know.
    3. If summer 2009 experiences low enrollment, it will impact Summer 2010 offerings.
    4. Departments should be marketing the Summer 2009 courses, i.e. at advising sessions for Fall 2009 enrollment, suggest taking a summer course or two.
  - g. SPSS and SAS renewals
    1. PSU has universal license for both of these expensive packages. The Provost views them as competing packages.
    2. Input is needed on which one if any should be eliminated.
  - h. University Professor Committee Issues - A chair who is a university professor may not sit on the selection committee in the future but a chair may apply for promotion to university professor.
  - i. Fall 20<sup>th</sup> day Faculty Load - There will be increased, heightened scrutiny re 20<sup>th</sup> day faculty load reports. If a load report shows a low enrollment it may impact the future offering of the course.
  - j. New Format for Reporting Enrollment – There is a new format for reporting enrollment
  - k. Presidential Search Update - The search committee interviewed eight candidates at KCI airport conference room. Steve Scott is only internal candidate. The Committee will announce names of at least five candidates in April as finalists. Finalists will be interviewed in the first two weeks of April. The new president should be announced by May graduation.
  - l. Leave Requests - There have been problems with last minute vacation plans. The Dean would like to know in advance (at least a few hours) if faculty and staff are going to be out on a given day.

2. Old Business

- a. Kelce College of Business Reorganization – Departmental Reports Due 4/1
- b. Strategic Planning and Assessment - Meeting on March 29 will need to be re-scheduled due to conflict with "The Adrian Project" with Dr. O'Bryan and Mrs. Casey at KTC.
- c. Kelce Board of Advisors Meeting Agenda
  - 1. Blake Bard requests 30-40 minutes
  - 2. Dr. Dearth: charitable gifts; Should Board of Advisors make charitable gifts to serve on the Board?
  - 3. Need input re mandate of re-organization; their comments, suggestions, criticisms will be important.
- d. Changes by Assessment – Departmental Reports due to Dean April 15
- e. Common Syllabi
  - 1. Dr. Dearth has asked Chairs to take another look at the proposed common syllabus and make amendments as necessary.
  - 2. We have no choice but to have common syllabi with regard to AACSB criteria. Common resumes were recommended
  - 3. Uncommon syllabi were criticized by AACSB.
- f. Storm and Evacuation Plan
  - 1. We will request additional keys to basement
  - 2. Report issues to Dr. Dearth

3. Departmental Concerns:

- a. Accounting
  - 1. Data Direct license - needs Dr. Dearth's password
  - 2. AACSB meeting in Florida: worth attending, good contacts will make presentation at next chairs' meeting.
  - 3. Need new Advisory Council members; contact Joan to put it in front of Dr. Bryant.
- b. CSIS – no report
- c. Management and Marketing – no report

4. Upcoming events:

- a. Kansas Board of Regents meetings – April 15-16
- b. Brandenburg Series (John Lowe) – April 20, 3:30pm (McCray)
- c. College of Business Banquet – April 20 (OSC)
- d. BGS Initiation – April 20 (OSC)
- e. All Faculty and Unclassified Staff Dinner – April 24, 6pm (OSC)

The meeting adjourned at 3:28 p.m.

---

Richard C. Dearth, Dean  
Kelce College of Business