

**Chair's Meeting Minutes
Kelce College of
Business**

**October 13, 2009 2:30
p.m. – 4:30 p.m.**

Present: Ms. Robyn Hess (guest), Ms. Becky Casey, Dean Richard Dearth, Dr. Felix Dreher, Dr. Eric Harris

Absent: Dr. Dean Cortes (excused)

1. Program Guides – Robyn Hess
 - a. Discussed University mandate of making uniform program guides for each program in Kelce
 - b. Distributed standardized program guides for each department
 - c. Departments are free to use their own format, but we still must have the uniform program guides available (HLC concerns)
2. Updates
 - a. Provost search
 1. Dr. Scott attended the Provosts meeting to discuss the Provost search and Library Dean search
 2. Committed to a world-wide search for Provost
 3. Dr. Stephen Meats will be the Chair of the Provost Search Committee
 4. One college dean will participate on the committee, 3 department chairs, faculty selected by faculty senate, KNEA, directors from Admin & Campus Life and 1 student from Student Government.
 1. Dr. Dallman will be the Dean representative
 2. Dr. Eric Harris will be one of the Chair representatives
 3. Cynthia Allen will be one of the Chair representatives
 4. Additional representatives will be appointed
 5. The position description and qualifications will be distributed soon
 6. Should have a new Provost hired by May 2010
 - b. Library Search
 1. This search is currently underway
 2. Dean Dearth is the Dean Representative for this committee
 3. Applications close Friday
 4. Currently have 8-9 applicants
 - c. Staffing Feedback
 1. FY 11
 1. No additional information is available – report from the Provost is due this week
 2. Summer 10
 1. Staffing requests are due October 31
 - d. Information Officer Search
 1. PSU Director of HR, Michele Sexton, and a Senior PSU Faculty member will be chairs of the committee
 2. Dr. Tompkins will be the Dean Representative
 3. Dr. Brenda Frieden will represent the Center for Teaching, Learning & Technology
 4. Additional search committee representatives will be appointed
 5. Jerry Smith has accepted a position as the Director of the Associated Colleges of Kansas in McPherson, Kansas
 6. Kathy Sanley will be the Interim OIS Director at PSU, and will possibly be a candidate for the permanent position
 - e. Facilities Master Planning
 1. There has been a lot of discussion about Hartman Hall (still housing some ROTC functions) and the old Student Health Center (being used by Athletics)

2. Dean Dearth met with the window project staff and facilities planning staff yesterday. A trial run on removing and replacing windows will be conducted in room 121 over the fall break. Every window in the building will be replaced except for OIS.
- f. Possible Reorganization of College of Arts and Sciences
 1. Discussion is occurring at the present time on reorganizing Arts & Sciences based on having fewer chairs and fewer departments, but to have Program Directors.
 2. Dr. Meats will retire in May
 - g. President's Council
 1. Inclement Weather Policy
 1. Policy has been approved by the Presidents Council and will be implemented by the President
 2. If the university is closed because of inclement weather, only essential personnel will be required to work. All Kelce employees will be considered to be non-essential employees. There could be times that a timekeeper might be required to be at work.
 3. The Faculty Inclement Weather system in GUS is still an issue. As of today faculty could use that link to cancel a class. Administration would rather have faculty use ANGEL or rely on e-mail to contact students if classes are cancelled.
 2. Inauguration
 1. All faculty and staff are encouraged to participate in the Inauguration
 2. PSU offices can be closed at the discretion of the department head if staff will be attending inauguration activities.
 3. Aaron Walsh will be speaking during Homecoming/Inauguration week
 3. ITC – 2 issues
 1. Message Hut – is still being used and available. The program can be turned off and will probably be deleted.
 2. IT Policies - currently concentrating efforts to have written IT policies at PSU.
3. Departmental Concerns
 - a. MGMKT
 1. Dr. Eric Harris recently met with the Math Department Chair (Tim Flood and Cynthia Woodburn) about problems that business students are having with the Analytic Processes class.
 1. If there is no resolution to the existing problem, the course could potentially be removed from the curriculum.
 2. Dr. Flood and the Math Department wish to remedy the situation and to make the course better for business students.
 3. Discussion followed about the necessity of the course. This should be looked at from the college curriculum committee perspective. In the short-term Dr. Dearth is willing to make a decision about removing/ waiving the course from the curriculum based on recommendations from Kelce Chairs.
 - b. ACCTG - none
 - c. CSIS - none
 - d. ECON - none

4. Discussion items

- a. Assessment of Learning of the College of Business
 1. COB is progressing in this area
 2. HLC will not reaccredit anyone without an electronic retrieval of data system
- b. AQ and PQ Faculty - Concerns over AACSB standards revisions
 1. There is now a significant change in interpretation of these standards according to AACSB.
 2. Faculty must commit to publish in certain areas.
 3. Anticipating further changes in the standards for AQ and PQ.
- c. Sustainability Cases
 1. An example was distributed to Chairs for informational purposes
- d. Kelce Computer Lab- Closed on Thursday and Friday of this week and will re-open on Sunday.
- e. Flu Vaccine- No more seasonal flu vaccines are available at the Student Health Center
- f. Financial Certification Letter for 2009 is due to the President's Office
- g. University Committee Appointments
 1. Study Abroad Committee – Anil Lal served last year. Linden Dalecki was recommended.
 2. International Academic Affairs Committee – Currently Jay VanWyk is on the committee and we have one seat unfilled. Henry Crouch was on the committee and has declined reappointment. Dr. Wei Sha will be on the International Academic Affairs Committee.
- h. Discussed Opportunities in Business Day (November 3)

5. Upcoming events:

- a. FY11 staffing allocations to Deans from Provost – October 15
- b. Fall Break – October 15-16
- c. Presidential inauguration – October 23
- d. Deans, Directors, & Chairs fall meeting – October 29 @ 2pm – 121 Kelce
- e. Summer 2010 staffing requests due to Provost – October 31
- f. Faculty Authors reception – November 5 – Axe Library is 30 years old this year; there will be an additional reception for that celebration
- g. Summer 2010 allocations to Deans from Provost – December 1
- h. Kelce Holiday Party – December 2 – 11:30-1:30 – 121 Kelce
- i. Fall commencement – December 18
- j. FY11 part-time funding requests to Provost – January 31
- k. FY11 part-time funding allocations to Deans from Provost – February 15

The meeting dismissed at 4:20 p.m.

Richard C. Dearth, Dean
Kelce College of Business