

**Kelce College of Business
Chairs Meeting Minutes
July 21, 2010, 2:30 p.m.**

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

Guest Present: Dr. Jim Harris

Ms. Casey introduced Dr. Jim Harris, CIS Professor, who made a presentation based on the research he did this summer for his teaching enhancement grant. A new upper division elective course on computer forensics/security and techniques for retrieving information from computers will be developed based on his research. Forensic software will be installed on six computers including Dr. Harris' computer. Course cap at this point would probably be 15. Cost plus maintenance fee for six computers was around \$2,600. Computer forensics could be developed as a minor or an emphasis. Discussion followed on developing this course for spring 2011 as a topics course.

1. Provosts Council
 - a. Dr. Eric Harris attended the meeting to discuss the Summer School Survey
 - i. Summer school enrollment is down and is being investigated
 - ii. Focus groups and survey research will be conducted in Marketing Research classes with reports back to the council
 - b. President's Council won't meet again until August 9
 - c. Provosts Council won't meet until August 24
 - d. Ms. Casey will attend the Provosts Council in Dr. Dearth's absence next week if a meeting is called. Dr. Cortes will be the contact person in Dr. Dearth's absence if administrative issues should arise.
 - e. There will be no Chairs meetings the next two weeks. The next meeting will be August 11.
 - f. PLC Retreat will occur on August 12 in the Rua Box
 - i. Dr. Dearth will be required to discuss 3 goals that will impact the entire university as led by the College of Business. (i.e.: Jungle Journeys, Computer Forensics, Scholarship Interests, and International Experiences). Chairs were asked to give additional input to Dr. Dearth before he makes the presentation.
 - g. Chart of Organization – no changes needed
 - h. Proposal for Student Employment Policy was reviewed by Dr. Dearth and input has been required of all PLC members.
 - i. Mini-Baja Race – will be held for 3 days at PSU on Memorial Day week-end 2011. 100 volunteer judges will be needed to participate. This will be a big event for Pittsburg and PSU.
2. Leadership PSU
 - a. Dr. Dearth will submit the names of Dr. Rebekah Heath and Ms. Robyn Hess to attend this year's Leadership PSU. Chairs were asked to give additional input if necessary.
3. International Travel (primarily India, China and South America)

- a. List of names is needed for faculty who would be willing to travel internationally primarily for student recruitment.
 - i. Suggested COB faculty names discussed: Dr. Ahsan, Dr. Dalecki, Dr. Lal, Dr. O'Bryan, Ms. Yarick, Dr. J. Harris, Dr. Cummings, Dr. Muoghalu, Dr. Bracker, Ms. Casey, Dr. E. Harris, Dr. Cortes
4. There are 278 students in good standing who were enrolled in the spring, did not graduate and are not enrolled in the fall. List will be distributed to departments to contact these students to discover why students did not enroll for fall.
5. Part-Time Position will be posted to replace Bob Masters – to facilitate articulation agreements with technical and community colleges.
6. Academic Fresh Start Program
 - a. Program is rarely used
 - b. There is a lot of interest in re-vamping this program
 - c. Students are required to completely re-start (no previous credits), and enroll in 12 hours
7. PSU Opening Meetings
 - a. August 19 at 9:30 p.m. in the Student Center (8:45 coffee/conversation)
 - b. Faculty are expected to attend opening meetings (PSU and Kelce)
 - c. Kelce meeting will begin after the PSU meeting at around 11:30
 - i. Dean Dearth is working on policies of the COB which will be condensed and revised into one document to submit and get approval from the faculty
 - ii. Adjunct faculty are welcome to attend the Kelce meeting but will not be eligible to vote on issues
 - d. New Faculty Orientation will take place on August 17-18
 - i. Dr. Sang Lee is the only new faculty person in Kelce
8. Dates for President/Vice President (Provost) meetings
 - a. Need to schedule ½ hr meeting with Dean, ½ hr meeting with Chairs, ½ hr meeting with faculty - consecutively. Date needs to be given to Academic Affairs as soon as possible. Chairs should give input on this issue.
9. Directory Board, Ethics Statements and Mission Statement have been updated
10. Bulletin Boards (especially student organizations) will be cleaned off before the fall semester begins.
11. Display cases should be updated by the time the fall semester begins.
12. Faculty contract
 - a. Chairs will probably be getting questions from faculty – those who received an Exceptional Rating in 2008 & 2009 will receive an additional \$200 to the base salary of each.
 - b. All faculty will receive an additional \$700 added into their base pay to offset the anticipated increase in insurance premiums.
13. Faculty Travel for AY 2011
 - a. The Dean will provide \$300 per semester if faculty are presenting as has been the case in the past.
 - b. It is anticipated that other travel funding will remain the same as last academic year
14. Department
 - a. ECON – Dr. Shum is going to Thailand, still looking for a GA for next semester

- b. ACCTG/CIS – 6 applicants so far for Accounting Asst/ Professor position
 - c. MGMKT – Dr. Sang Lee has completed his Ph.D. Dr. Harris is waiting for official confirmation.
15. Construction schedule
- a. Elevator is broken and should be repaired within the next few days
 - b. Students in wheelchairs do not have access to restrooms at this point
 - c. Windows/doors are officially complete subject to a punch list
 - d. Green in corridors will be re-painted after a color selection has been made (after the bathroom construction is complete)
 - e. Next summer the outside of the building will be tuck pointed, cleaned and painted.

The meeting dismissed at 3:50 p.m.

Richard C. Dearth, Dean

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