

Kelce College of Business Chair's Meeting MINUTES

Wednesday, August 25, 2010; 2:30 - 4:30 p.m.

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

1. Updates

a. President's Council

1. Governor visited PSU – Toured the Tech. Center
2. Saturday was Greek Leadership Week-end in Kansas City
3. All-time high in housing contracts this semester (1,259)
4. Foundation Board of Trustees met last week
 1. Approved increasing the amount of emergency loans to students from \$300 to \$500 (foundation funds). Students apply in Financial Assistance.
5. Board of Regents Retreat
 1. All Regents CEO's were asked to make presentations on over-arching strategies. Dr. Scott presented the same goals as he did in his opening day speech.
 2. Distance Learning Policy will be up for approval in December
 3. Year 4 of deferred maintenance funds may be available for next year.
 4. New initiative sponsored by the Regents for a need based grant for students who don't qualify for Pell grants.
 5. New initiative for a system wide workforce and academic development plan.
6. Faculty Reception will be held this Sunday
7. The University is working on on-line appointment letters for GA positions

b. Provost's Council (8/24/10 meeting)

1. Summer School Market Survey – Dr. Harris
 1. Summer school enrollment has been under the microscope for a long time - summer enrollment is down
 2. Students in Marketing Research class will conduct a survey of students and faculty (focus groups across campus) to find out why summer enrollment is down. Findings will be presented to the PLC in October.
 3. Dr. Wilkinson and Dr. Harris are working on a summer school survey for students (thru GUS) that will be taken at early enrollment time in November. Select students will have to take the survey before they can enroll.
 4. Discussion followed among the Chairs and Dean about why we don't offer more on-line courses in the summer.
 - a. This subject should be discussed with department faculty.
 - b. Faculty course loads and previous enrollment in courses may need to be redefined.
 - c. Dean Dearth needs names of faculty to participate in focus groups (at least 2 per department). Chairs should talk to these faculty and give him the names of the reps by the first of next week.
2. Committee appointments
 1. A Research Foundation will be established at PSU. The function of the foundation will be up to the committee. Dean Dearth needs a name of a faculty rep from each department to participate in this committee
 2. Math task force will be established for general education requirements
 3. Departmental and College committee appointments need to be established and submitted to the Dean.

3. HLC requirement for PSU of electronic portfolios along with LiveText for assessment
 4. Program Review process was reviewed (hand-out was discussed)
2. Departmental Issues
 - a. MGMKT - None
 - b. ACIS – issue with Admissions and giving out incorrect information about CIS. Dean Dearth agreed to discuss the matter with Dr. Ivy.
 - c. ECON - None
 3. Discussion items
 - a. Appointment to Summer School Focus Group
 - b. Appointment to Research Foundation
 - c. Creation of the Math Task Force
 - d. Creation of the Program Review Committee
 - e. University, College and Departmental Committee Appointments
 - f. Assessment – LiveText
 1. LiveText is being stressed by administration as being very important and will be pursued and used at PSU. This is our pathway to HLC accreditation and very useful in organizing and controlling the assessment function for departmental assessment for Program Review as well as AACSB assessment.
 - g. FY 11 Staffing Requests
 1. These need to be in the Provost by September 15 – all full-time faculty
 - h. Executive on Campus - Richard White - September 20
 1. Dean Dearth will work on a schedule for this visit and will ask Departments to participate.
 - i. SP 11 Class Schedule – due to Registrar on Sept. 20 (draft schedules will be discussed at the Chairs meeting on Sept. 8)
 - j. General Education Report was distributed for review
 - k. President/Provost Meetings – need to determine a date for these ½ hour meetings by the next Chairs meeting on Sept. 1
 - l. Provost Meeting with Departments – Provost should be invited to a Department meeting this semester
 - m. Policy Distribution (all are on-line) – Chairs were asked to notify faculty to review these policies on-line.
 1. PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE
 2. FAMILY AND MEDICAL LEAVE ACT (FMLA)
 3. MEMO FROM GOVERNOR PARKINSON REGARDING POLITICAL ACTIVITY OF STATE EMPLOYEES
 - n. Discussion on the President’s speech to the faculty at the PSU opening meeting
 1. Due to faculty concerns raised to the Chairs, they believe that there needs to be clarification on importance of the College of Business and that Dean Dearth should seek that clarification for COB faculty.
 - o. Dean Search
 1. Dean Dearth distributed a list of job qualifications that he will discuss with the Provost. Discussion followed on each of the requirements.
 4. Upcoming events:
 - a. MBA Experience – August 27 & 28
 - b. Labor Day – Sept 6
 - c. Meet the Firms Day – Sept 13
 - d. FY 11 Staffing Requests Due to Provost September 15
 - e. Executive on Campus – Richard White – Sept 20
 - f. Sp 11 Class schedule due to Registrar – Sept 20
 - g. Career Expo – Sept 21
 - h. Rumble in the Jungle #1 – October 2
 - i. D & F Midterm Grades Due – October 18 – noon

- j. Fall Break – October 21-22
- k. Opportunities in Business Day – October 21
- l. SPTE Administration – Nov. 1-22 (must be submitted by 11/23)
- m. Summer Staffing Requests Due to Provost – October 31
- n. Kelce Board of Advisors fall meeting – Nov. 1
- o. University Professor Reception – November 2 @ 3:00 p.m.
- p. Rumble in the Jungle #2 – November 6
- q. Early Enrollment – Week of November 8
- r. Arrowhead Classic – November 13
- s. Transfer CARES – November 15 & 16
- t. SIFE Chamber Coffee – November 18
- u. Thanksgiving Recess – November 24-26
- v. Fall Commencement (all colleges) – December 17
- w. Spring Classes Begin – January 18
- x. FY 12 Part Time Requests due to Provost – January 31
- y. Summer and WF schedules due – February 15
- z. Apple Day – March 3
- aa. Spring Break – March 21-27
- bb. SPTE Administration – April
- cc. Early Enrollment – April 15
- dd. Kelce Banquet – April 25
- ee. COB Commencement – May 13

The meeting dismissed at 4:00 p.m.

Richard C. Dearth, Dean

August 25, 2010