

## **Kelce College of Business Chairs Meeting Minutes** **2:30 p.m., October 20, 2010, 101 Kelce**

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

1. ADA Compliancy (computers/software)
  - a. There is an issue with all of the Regents Institutions not being ADA compliant in terms of computers and computer software.
  - b. PSU and other institutions will need to meet these requirements in the future, especially in terms of the internet.
  - c. PSU currently has 160 access points for wireless connections – this # will be doubled to 320.
  - d. Questions about ADA compliancy should be addressed to Jamie Jones in the EEO Office.
2. PSU computer systems will not be accessible on Nov. 26 to move the entire computer system.
3. The PSU Physical Plant has had a break in and tools were stolen. There have been several other reports of items being stolen on campus. Efforts will be re-doubled to make sure buildings, etc. are secure.
4. CLA (general knowledge) test will be conducted in two classes in Kelce this semester. Dean Dearth asked for input on courses to be tested (senior level and freshman level courses).
5. NCAT (education accrediting body) will be here this Sunday and will be leaving on Wednesday.
6. Dean of Arts & Sciences search is underway and closes on November 11. There are several applicants. Interviews will begin in late November to early December.
7. Dr. Olson stated in the PLC meeting that fall break is for students, not for faculty.
8. Recommendations for commencement handout was distributed and discussed.
  - a. Graduates will be seated differently than in the past
  - b. A proposal will be made that all academic colleges have their own graduations as opposed to 1 large university graduation.
  - c. Because the Weede will be undergoing construction, alternate locations will be required for graduation activities in the future, possibly as soon as May.
9. An Unclassified Staff Senate will be formed at PSU
  - a. Deans and Chairs will not be part of this group
10. Institutional Effectiveness Committee is reforming (Jan Smith)

- a. Requires a Dean, a Chair from the COB and other members (2 year terms)
  - b. Dr. Cortes will be the new Chair rep from the COB for the next 2 years
11. Summer Teaching Enhancement Grants were announced. Very few were funded and the COB did not receive any funding.
12. Office of Information Services Update was distributed for informational purposes.
13. Summer Session Staffing/Payroll
- a. State funding for the COB for SU 2011 should be around \$179,000 based on last years expenses.
  - b. Chairs should not count on continuing studies funding being available for summer school staffing this year. This line has traditionally been used to fund on-line courses.
  - c. Strategy for this year might be to use Ken Smith's non-used salary funding (since he will be teaching at another institution for the summer session) for some of those positions which might not be funded. These would probably need to be full-time tenure track teachers.
  - d. Departments should not pare down their course offerings when requesting staffing for SU 2011 but be prepared for the possibility of not receiving total funding.
  - e. Staffing requests for SU 2001 are due to the Provost by November 8.
  - f. Staffing requests will be discussed at the next Chairs meeting.
14. Departments
- a. MGMKT
    - i. Dr. Harris will be gone this Friday
  - b. ACIS
    - i. Ms. Casey distributed an updated schedule for Opportunities in Business Day
    - ii. The number of attendees has increased
    - iii. Discussed what should be included in the notebooks that go to the students
  - c. ECON – no report
15. COB Strategic Plan draft was distributed and discussed.

October 20, 2010

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Richard C. Dearth, Dean  
Kelce College of Business