

**Kelce College of Business
Chairs Meeting Minutes
November 3, 2010, 2:30 p.m.**

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

1. Youngman Reports
 - a. Youngman Reports for summer 2010 Research Grants were due from faculty on November 1. Reports were reviewed by the Dean and Chairs.
 - b. All reports were accepted by the Dean and Chairs.

2. Provosts Leadership Council/President's Council
 - a. Career Services will begin a new project called "Professional Clothing Closet" to provide students with appropriate attire for interviewing.
 - i. Career Services will accept gently used professional clothing for this project.
 - b. Electronic signage
 - i. OIS will take over electronic signage as a central collection point
 - c. Rumble in the Jungle
 - i. Anticipated enrollment is 600 for this Saturday
 - d. Performance Indicators
 - i. Provost will establish a committee (and hand-pick those members) for review of each performance indicator
 - e. Distance Education Plan
 - i. This is now due from Continuing Studies (Peggy Snyder)
 - ii. Need to know whether there will be any degrees that will offer up to 50% of their courses on-line
 - f. Dr. Olson
 - i. Will be out of the country from Nov. 3-13 (Norway)
 - ii. Acting Provost in her absence will be Dr. Howard Smith, Dean, College of Education
 - g. Director of University Advancement Search
 - i. Field of candidates has been narrowed to two individuals who will be asked to come to campus for interviews.
 - ii. There will be general sessions for campus interviews
 - h. Summer School Focus Group Report
 - i. Dr. Eric Harris gave a report on summer school to the PLC
 - ii. Results will be presented in Marketing Research Class on November 15
 - i. Privacy Rights for students (Federal Law)
 - i. It was discussed in PLC that faculty, especially advisors, are reminded to protect student information

3. COB Faculty Committee Assignments
 - a. Need to have a complete list of Committees by the November 19 General Faculty Meeting
 - b. All full-time teachers should be assigned to at least one functioning committee
4. Kelce Rules of Organization (Revised)
 - a. The revised Rules were distributed to the Chairs for discussion
 - b. Chairs were asked to review the revision which will be distributed for approval at the General Faculty Meeting
5. Emergency Contact List
 - a. The emergency contact list for the COB for fall 2010 was distributed
 - b. Kelce Computer Lab employees are receiving additional training in case of emergency
 - c. In the process of obtaining weather radios and flashlights for emergency situations to be housed in each department office, the Dean's office and the Kelce Computer Lab
6. Department Reports
 - a. MGMKT
 - i. Ron Rhodes will be visiting and giving presentations to Dr. Sang Lee's classes on Nov. 23 (at 9:30 and 2:00)
 - b. ACIS
 - i. Dr. Jim Harris has asked about a project he would like to do for his 2011 Summer Research Grant. Proposed project was tentatively approved.
 - c. ECON
 - i. November 18 – Meeting and lunch with officials from Taiwan
 - ii. December 17 – Outstanding Finance Alumnus – Daniel Mildfield will visit PSU and attend graduation ceremonies
 1. Dr. Cortes is in the process of trying to schedule activities for him from 2:00-4:30 on 12/17/10 in the College of Business
7. Summer 2011 Staffing Proposals for allocation purposes
 - a. Proposals are due to Provost by November 7
8. Graduate Assistants
 - a. There was discussion on hiring graduate assistants for Spring 2011 semester
 - b. Historically the COB has only hired MBA students as Graduate Assistants
9. Dean Meeting with Provost (November 2)
 - a. Concerns:
 - i. Current facility – new facility or update current facility
 1. Central Administration at PSU has to identify this as a need for PSU
 2. New building plans are not in the works

3. A discussion about whether Kelce should have a strategy to expand and remodel current facility, or down-size enrollment or continue to promote a new building.
- ii. LiveText/Assessment
 1. LiveText is our ticket to HLC accreditation
 2. There are some concerns about whether this assessment tool is being utilized efficiently
 3. Dr. Olson asked that the COB re-emphasize the importance of adopting and using LiveText to faculty and students.

The meeting dismissed at 3:55 p.m.

Richard Dearth, Dean
College of Business

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