

**Kelce College of Business  
Chairs Meeting Minutes  
December 8, 2010, 2:30 p.m.**

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

**Guest:** Ms. Jessica Hicks (student employee)

1. New College of Business Publication
  - a. Jessica Hicks, student employee in the Kelce Dean's office, is working with Dr. Dearth on a new publication for the College of Business
  - b. A rough draft of proposed items for inclusion in the publication was distributed and discussed.
  - c. It is anticipated that this publication will be published every one to two years
  - d. Discussion on highlighting specific faculty
    - i. Service accomplishments should be hi-lighted (VITA)
    - ii. Include all faculty or no faculty members from each department so no one is left out
  - e. May include pictures of all COB faculty
  - f. Should include information about all student organizations
  - g. Might want to include information about the Office of Academic Advising
  - h. Should include JMI
2. Provosts Leadership Council
  - a. WF10 "Not Pre-Enrolled Report" was distributed for information purposes
    - i. Dr. Olson has asked Chairs to e-mail students to ask them why they haven't pre-enrolled and give an explanation to her.
    - ii. Enrollment numbers are down, so there is a push to make sure students get enrolled for next semester
    - iii. Spring 2011 Enrollment Comparison Report was distributed
    - iv. Provost is concerned about percentages that we are down in enrollment #'s
  - b. Ad Hoc signage on buildings (smoking)
    - i. Some buildings have been posting their own signs
    - ii. Official policy for PSU is that we use the official signs as posted by our Printing Services
  - c. Portfolios
    - i. Portfolios will be the next emphasis with LiveText – students will be encouraged to use this area of LiveText by next fall semester
  - d. Sabbatical Showcase
    - i. Faculty who have been on a sabbatical leave within the last two years will be showcased
  - e. An example of the Tenure Policy for the College of Arts & Sciences was distributed
  - f. Review of Program Review is almost complete
    - i. A prospectus will be made available in the near future
  - g. College of Education has changed their proposal for re-organization
    - i. Will only re-organize two departments and keep the name of the College the same

- h. Matrix as proposed by the Chancellor of the University of Kansas (Faculty Lost Due to Salary Issues & Faculty in Danger of Losing or Almost Lost) was reviewed. No discussion.
- 3. Top Donors as prepared by Blake Bard (confidential list)
  - a. This list was distributed and discussed among the Dean and Chairs
- 4. List of Stimulus Instructional Equipment purchases was distributed for informational purposes
- 5. Trim in the building will be painted soon
- 6. Preliminary PQ Standards Report was presented by Ms. Casey, Chair of the COB PQ Standards Ad Hoc Committee
  - a. Final decision on meeting PQ standards will be made by the Dean, or the Executive Committee
    - i. Clarity needs to be made on Tier 3: C, & Tier 2: F
  - b. Proposed AQ & PQ standards will be distributed to the faculty for input before adoption
- 7. Preliminary AQ Standards Report was presented by Dr. Harris, Chair of the COB AQ Standards Ad Hoc Committee
  - a. Issues:
    - i. If terminal degree is not in the field of teaching that becomes something that requires more preparation from the faculty member, or a considered “non-research” doctorate - then additional levels of contribution are required.
- 8. AQ/PQ Standards will continue to be discussed at the next Chairs meeting after each Chair has had time to review the proposals. Faculty will not have access to the preliminary standards until the Chairs have finalized the reports.
- 9. Department Reports
  - a. MGMKT – have completed hiring GA’s for next semester; MGMKT 645 Bus Strategy course for next semester will be changed to an on-line course from a night course; might need to re-visit room schedule assignments
  - b. ACIS – none
  - c. ECON - none

The meeting dismissed at 3: p.m.

December 8, 2010

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Richard Dearth, Dean  
Kelce College of Business