

**Chairs Meeting Minutes
9:30 a.m. August 31, 2011**

Present: Ms. Becky Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu

- I. Meetings Requested by President and Provost
 - a. Discussion regarding required meeting with President and Provost. Decided to try to schedule the meeting for October 28. Mimi will set up the meeting with Trish Peak.
 - b. Departmental meetings with the Provost should be scheduled by each department.
- II. College committees – fill in the blanks
 - a. List of standing committees for 2011-2012 was distributed, discussed and recommendations made.
- III. University Promotion Committee and Departmental Tenure Committees
 - a. University Promotion Committee members – Dr. A. Fischer, Dr. C. Fischer, Dr. J. Harris
 - b. Departmental Tenure Committees
 - i. Chair will be elected by the department committees
 1. Department Chairs are asked to send a list of faculty on Department Tenure Committees.
- IV. SEKBJ Contract Signed -- how to recruit authors?; form PR task force?
 - a. The SEKBJ contract has been signed by Dean Grimes and submitted (6 articles over the course of the year will be submitted). \$1500 sponsorship will include advertisements in the journal.
 - i. Plan to recruit authors discussion:
 1. Send an e-mail to faculty asking for volunteers to write articles
 2. Dean will then talk to Chairs about faculty who have volunteered before decisions have been made on authors
 - ii. Recruit a task force to advise a plan for effective advertising in the Journal
 1. Discussed usage of the “Kelce” name in advertising and branding the College of Business.
 2. Dr. Dalecki (MGMKT), Dr. Muoghalu (MBA/ECON), Ms. Polfer (ACIS)
 - a. Dr. Grimes will set up a charge for the committee and will meet with the committee members within a few weeks.
- V. Position descriptions
 - a. Position descriptions for all unclassified staff had been prepared by Dr. Dearth following the guidelines, but had not been approved. Some of the descriptions were not consistent with the university position description requirements, and had to be re-worked. Dr. Grimes will meet with Chairs as needed to prepare these descriptions.
 - b. Position descriptions will be required for faculty in the future.
- VI. Official internal documents webpage

- a. Discussed having an official internal documents webpage that contained all documents that pertain to the college. Chairs were in agreement on preparing this type of web page. Input will be needed on how to populate the page.
- VII. Transfer credits and the “validation” process
- a. Ms. Casey explained the “validation” process that has been in place at PSU. Discussion followed on the current process, and possible changes to the process. PSU’s articulation agreements with community colleges will stipulate what courses can be validated.
 - b. It was decided that a representative from the Registrar’s office come visit with the Chairs/Dean/MBA Director about the validation process.
- VIII. Classroom assignments
- a. Chairs/MBA Director were asked to discuss classroom assignments outside of the Chairs Meeting and make recommendations for changes in classroom assignments for each department.
- IX. International Recruitment
- a. Dr. Grimes met with Dr. Olson about this issue.
 - i. The university does a lot of international recruiting of students. Kelce faculty have participated in the past.
 - ii. Dr. Olson would like to make this process more focused – to have good and effective recruiters in an international setting.
 - iii. Dr. Olson requests that faculty recruiters be someone who would be comfortable traveling internationally and working with that population.
 - iv. Chairs/MBA Director were asked to give names of faculty who would be good participants in international recruiting.
 - v. Planned PSU recruiting activities will be conducted in Saudi Arabia, Taiwan, Latin America, China, Southeast Asia, Middle East, Vietnam, etc.
- X. Updates and Announcements
- A. Grimes (information from PLC)
 - a. Classified Retirement Incentive Program – Kelce not affected. Some positions will not be replaced.
 - b. PSU has a new mobile web-site specifically for phones.
 - c. Regents will be at PSU on Sept. 19 & 20. Dean Grimes will be meeting with the Regents both days.
 - d. KTC will be playing a major role in the Extreme Makeover television show. Will be helping to build 7 homes in Joplin. Faculty need to be accommodating to students who will be participating.
 - e. Library is growing a collection of e-books, but are not replacements for textbooks.
 - B. Casey
 - a. Dr. Roush is undergoing cancer treatments – classes will be covered by other faculty
 - b. Ms. Yarick is starting a doctoral program at North Central University – DBA in Accounting.
 - c. Staffing is a big problem in the Accounting area. PSU salaries are not competitive.
 - d. ACIS faculty will meet the first Friday of every month.
 - C. Cortes
 - a. Search for Academic Advisor – 11 applicants so far. Deadline is September 5.
 - D. Harris
 - a. Faculty vita are due tomorrow
 - b. Holly Kent office issues
 - E. Muoghalu

a. Continuing Mini-MBA Program for SU 2012

XI. Old Business

a. PR Stories?

i. Send PR stories to Cassie Mathes

b. Name this group – KLC – Kelce Leadership Council

XII. New Business

XIII. Adjourn