



MINUTES

Kelce Leadership Team Meeting
8:30 a.m. January 30, 2013

Present: Ms. Rebecca Casey, Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu
Guests Present: Mike McCracken, Steve Erwin

- I. Campus Safety Protocols
 - A. Guests; Steve Erwin and Mike McCracken – discussion

Steve Erwin announced that the Executive Policy Group and Deans and other administrators met in early January to discuss weather/ crisis policies. These were the take-aways from the meeting:

 1. Becoming more direct in orientation and awareness in the event of severe weather
 - a. Developed a one page document proposal to organize a way to contact individuals in the event of severe weather for each college, department, etc.
 1. being very familiar with facility/surroundings & know where the storm refuge areas are located in the facility (map and logic for refuge areas on campus are on GUS)
 2. monitoring current weather conditions
 3. be prepared to take action if weather conditions become severe
 - b. Weather policy has already been distributed to all faculty and staff in Kelce along with a map of the building indicating storm refuge areas.
 2. University Police will be offering some active inclement weather seminars in the near future
 3. Faculty are encouraged to visit with their classes about severe weather policies at the beginning of the semester.
 4. Discussed the need to have basement cleared out.
 - B. Administrative Chain of Command – handout

Dr. Grimes distributed the most recent PSU Administrative Chain of Command telephone list for spring 2013.
- II. Public Relations
 - A. Guest; Brett Dalton – new contact for the Kelce College from University Marketing and Communications Department
 - i. Brett started working at PSU last November – works with COT and COB on publication relations, social media, web pages, etc.
 - a. would like to be able to market the COB within the classroom to potential students – anything that tells the story of the college, whether it is students, faculty or staff
 - b. discussed potential story ideas (might feature international students who participate in the MBA program)
 - b. Brett will try to contact the college/departments a couple of times a month about potential stories
- III. AACSB Dean’s Conference Debriefing (January 23-25)
 - A. Notes and observations – key items for attention – Dr. Grimes, Holly Kent and Becky May participated in a development office visit in San Antonio before the Dean’s conference began; new standards are pretty much the same as what had been distributed in September.

Four items that will be hi-lighted in the next set of standards:

 1. Document impact of research and scholarship

2. Document student engagement / active learning opportunities (in and out of the classroom – ie: co-curricular). Need to document active learning situations in the classroom environment. Might be able to document by conducting a census this semester. Discussed ways to acquire this information – suggestion was made to have the Dean send an e-mail out to faculty (will keep faculty in the loop also).
 3. Teaching Effectiveness / processes for continual improvement. This standard states that the institutions should be doing more than just teaching evaluations: *need to think about peer evaluations, *could possibly document PD/FD activities *could discuss during annual performance appraisal with individual faculty (conferences, presentations)
 4. Defining appropriate distribution of faculty qualifications relative to mission. This standard will evolve over time – probably not crucial to initial accreditation.
- B. Getting started
1. Mission statement – need to redefine. Discussed potential ways to get together to accomplish this. KLT will work on a draft and then take it to SPC (each KLT member will gather 2 mission statements to bring to the meeting). Meeting to redefine the Mission Statement will be Friday, afternoon, Feb. 15 in room 121 Kelce. Lunch/refreshments will be provided.
 2. Faculty qualification documents (Participating & Supporting / SA,PA,SP,IP)
 3. Preliminary documentation will be needed by Chair of accreditation committee before the actual visit.

IV. Miscellaneous

- A. CPT Issues – new recommendation form sign-off for MBA students
- i. This issue relates to curricular practical training that is for international students who are working or participating in internships.
 - ii. In the past there was a form that was completed by the student's advisor, but is now being completed by the Chair of the Department. MBA advisor is Dr. Muoghalu but all forms were going to the Department of MGMKT Chair, Dr. Harris which caused a problem. Dr. Muoghalu will now sign off on recommendations for MBA Students. Internship class has to be approved for course credit before it goes to Dr. Muoghalu for approval of CPT guidelines.
 - ii. 13 students in 2012 applied for CPT.
 - iii. Recent problems have been with students who have already graduated and want to come back and participate in the CPT program the next semester so that they can remain a PSU student. New PSU rule is that the students who want to do a 2nd degree, must be enrolled full-time for one semester before they apply for CPT.
- B. WL Issues – proposed reforms to generate more opportunities
- i. Don Judd and Janet Zepernick attended PLC meeting yesterday to discuss current issues within the writing the learn program at PSU. A copy of these issues was distributed to KLT.
 - a. In order for students to receive a stipend, they must be required to meet the best practices guidelines.
 - b. Proposal by Don Judd and Janet Zepernick is to reform the current WL policies – will allow 300-500 level courses to be WL; will uncouple the sequencing of courses to allow students more flexibility; best practices would require 10 pages for upper division and 15 pages for lower division.
 - c. Discussion followed in KLT to not follow WL policies, but those as set forth by general education requirements.
- C. Curriculum Issues – IE courses and minor passed Faculty Senate; new admission standard issues were presented – one issue is that MATH 153 is no longer offered, but we would like to continue listing these courses as there are students who transfer the course from other universities; additional issue is with WL courses – may need to revise wording based on changes by WL committee; may need to clean up language in part of the document.
- D. Travel budget – update and outlook
- i. After reviewing travel budget there is around \$3,000 remaining for the rest of the year in the travel account for faculty travel (\$600 per year per faculty). Discussed whether there are any outstanding requests for travel funds.
- E. Faculty Awards – committee determination

- a. Discussed policy for faculty awards. Decision-making for awards was previously made by Faculty Development Committee, which now has a new charge. Suggestion was made to have last years award winners be the ad hoc committee for current year awards.
- F. LiveText Issues - concerns
- G. White board for north lab – there is no whiteboard in the front of the north lab
 - i. discussed what type of white board would be needed in the room
 - ii. Dean’s office will measure the area and order a white board
- H. Faculty flexibility issues – feedback and discussion
- I. Stand-in for Dean next week – PLC and firefighting duties

- V. Updates and Announcements
 - A. Grimes – to France next week with President Scott
 - B. Casey -
 - C. Cortes -
 - D. Harris -
 - E. Muoghalu -

- VI. Old Business
 - A. Summer Assignment Procedure Documents – MGTMKT approved
 - B. Departmental P&T Documents – drafts received from MGTMKT and EF&B

- VII. New Business

- VIII. Adjourn