



## MINUTES

Kelce Leadership Team Meeting  
9:00 a.m. February 13, 2013

**Present:** Dr. Din Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu

**Absent:** Ms. Rebecca Casey (sick leave)

- I. Summer Budget
  - A. Review Budget and Youngman Issues
    - a. Distributed a copy of SU budget for review
    - b. Allocation for Youngman will be the same rate of as last year – 7%
      - i. Two faculty members have applied for a Youngman Grant and will already be teaching 2 courses
      - ii. Discussed whether or not these faculty should receive these grants this year
      - iii. KLT approved a full Youngman Grant for Dr. Sha in lieu of his work on the Digital Measures assignment; full Youngman Grant for Dr. Horner for extra courses taught during the spring semester; Dr. Lal will receive full Youngman in addition to \$900 for overload course taught during the spring semester; and, Mr. McKinnis will receive full Youngman for overload course taught during the spring semester.
  - B. Hiring Procedures / Paperwork
    - a. Need to start paperwork process for summer hiring
- II. Faculty Awards
  - A. Review Committee –
    - a. Dr. Grimes received no responses to his e-mail regarding setting up a committee to review faculty award applicants.
    - b. It was decided to have last year’s winners chose the recipients of this year’s awards – Dr. Shum, Dr. Bracker, & Dr. Muoghalu (ad hoc review committee for this year only).
  - B. Upcoming Deadline – March 15 for all portfolios; March 1 for nominations for teaching award
- III. Faculty Performance Appraisals
  - A. Number of “Exceptional” Applications? – Dr. Grimes needs to know how many “Exceptional” applications have been submitted in each department this year. Chairs will get that information to Dr. Grimes. MGMKT=6, ECON=0, ACIS=?
  - B. Criteria – will set criteria at meeting next Wednesday
- IV. Miscellaneous
  - A. Provost’s Award for Academic Excellence Recognition and Dinner – Saturday  
Who will represent Kelce?
    - a. This is awards for intercollegiate athletes who are on the honor roll – dinner and recognition at basketball game.
    - b. Dr. Grimes will not be available to attend, need representative for Kelce at half-time of game and attend dinner on Saturday night. Dr. Muoghalu will represent Kelce at the game and Dr. Cortes will represent Kelce at the dinner at 7:00 in the Student Center.
  - B. Distinguished Service Award – Thursday March 7<sup>th</sup>, 2:00 p.m., Alumni Center
    - a. Reception for this year’s honorees will take place on March 7 (Cathy Albright & Mr. & Mrs. Whetzel)

- b. Dr. Harris will represent Kelce at this event
    - C. New "Conflict of Interest Form" coming soon – lower limit of outside income (coming from the State level) – currently being reviewed by Jamie Brooksher, PSU attorney
    - D. Faculty Credentials Form updated to include check-off of "accredited" degree program
      - a. New form has been developed and will include a check off box of accredited degree program – an official data base exists with list of accredited degree programs
    - E. Departmental P&T Documents in light of pre-existing College Document!
      - a. Departments are working on their updated Promotion & Tenure documents.
      - b. A College Promotion & Tenure document exists which is very similar to each department's P&T document.
      - c. Discussed what needs to be done about preparing P&T documents, and the process that should be in place.
        - i. Should there be a college document and a departmental document?
        - ii. P&T documents are to be signed by the Dean and the Provost.
        - iii. Discussed whether we should start with the college document or the department document.
        - iv. None of the current documents set a standard, which should be done at the college/ department level.
        - v. Must be consistent with the union contract.
        - vi. Different professions/disciplines have different standards, and the P&T documents should be prepared based on this.
        - vii. Should start by looking at the differences in disciplines.
        - viii. Dr. Grimes wants departments to re-write their documents (not to word-smith current documents) based on their disciplines and standards for those particular areas.
        - ix. Might need to set up some type of points system – ranking journals.
        - x. Might need to set up a college committee to discuss the process of creating these documents.
        - xi. It was decided that KLT should look at documents first, and then go to faculty for input on departmental documents.
        - xii. Dr. Grimes and KLT members will try to get information on P&T documents from peer schools.
    - F. Departmental Honors applications have been received and need to go to the committee for review – Mimi will send applications to the Chair of the Committee
- V. Updates and Announcements
- A. Grimes –
    - a. Debrief France Trip – had a good week; Dr. Dalecki represented PSU very well; visited 3 schools (Paris, Nantes, LaRochele).
  - B. Casey – n/a
  - C. Cortes –
    - a. Job search update
    - b. Travel tickets have been purchased for Taiwan trip in March
  - D. Harris –
    - a. 17 applications have been received for visiting professor position
  - E. Muoghalu – MBA Enrollment Update; Mini-MBA Applications – will have global representation based on applications received so far (July 7-26)
- VI. Old Business
- A. Summer Assignment Procedure Documents – ACIS status?
  - B. Departmental P&T Documents – drafts received from MGMKT, EF&B and ACIS
- VII. New Business
- VIII. Adjourn