

Minutes

Kelce Leadership Team Meeting
1:00 p.m. December 11, 2013

Attending: Grimes, Casey, Cortes, Harris, Muoghalu (excused, but arrived near end of meeting) Guests: Kelly, Stotts

- I. Chris Kelly and B.B. Stotts
 - a. Video shoot issues; group discussed on-going production of a 2-minute video for the MBA program to be placed on the website; input provided for possible students to feature; B.B.'s office will coordinate with Chris' group and the KLT will have chance to review results before it goes public
 - b. Updates; Chris shared plans for pittstate.tv streaming web station – looking for events to feature in future; new web page templates being developed for colleges and departments – Kelce will be trial; use “Pitt State” instead of “PSU” when abbreviating university on the web – to distinguish from other schools' initials; blog opportunity with Morning Sun – faculty may provide features to Chris for publishing
- II. AACSB
 - a. Visit Agenda; Ron will get back to us with modifications after report has been read and discussed by the team
 - b. Document Workroom; materials are coming together – need to review and finalize document collection and organization
 - c. Faculty Profiles; will have Mimi provide Wei with faculty photos for DM uploading; the Dean will construct a working template for Wei to submit to DM
 - d. DM – Deactivate Inactive Personnel; Need to Identify; Chairs will disable DM accounts of all instructors and faculty who have not taught more than one year
- III. Miscellaneous
 - a. Kelce Shirts – L.L. Bean; KLT will submit shirt sizes to Mimi; will order both Polo and Oxford styles using college funds (individuals will have taxes withheld); will offer faculty opportunity in future if results are satisfactory
 - b. Dead Week and Finals Week – Expectations for Faculty; Dean will send letter to faculty explaining policy and expectations; need to avoid future incidents with grievances to Faculty Senate
 - c. Sabbaticals – Expectations and Timeline; group discussed A&S College's policy statement by Dean Kunkel; no need to such a statement for Kelce
 - d. Departmental Office Responsibilities; group discussed need for faculty to use departmental assistants and office support for local needs; Dean's Office should not be expected to take on additional responsibilities outside its primary scope unless special circumstances dictate help is required

- IV. FYI – Dean’s Spring Travel Dates
 - a. January 1-6; Philadelphia for the AEA Conference; Dr. Harris will represent the Dean at the emergency situation table-top exercise
 - b. February 28; KU for Board Meeting, Kansas University Press
 - c. March 6-9; San Antonio for SEE Conference
- V. Updates and Announcements
 - A. Casey – Provided cookies from graduation reception
 - B. Cortes – Returned safely
 - C. Harris – Reported that adjustments to GA hiring process would benefit college; group discussed options
 - D. Muoghalu – No news
- VI. Old Business - None
- VII. New Business - None
- VIII. Adjourn; 2:30 p.m.

Dates to Remember:

- A. Winter Commencement – Friday, December 13th
- B. Faculty Performance Appraisal Forms to Chairs – Tuesday, January 21st
- C. AACSB Reaffirmation Visit – February 9th through 11th
- D. Faculty Performance Appraisal Back to Faculty – Friday, February 28th
- E. Spring Break – Monday, March 17th through Friday, March 21st
- F. Kelce Meetings with President and Provost, Friday, March 28th
- G. Junior Jungle Day, Saturday, March 29th
- H. Kelce Awards Banquet, Monday, April 28th
- I. Spring Commencement, Saturday, May 10th