



MINUTES

Kelce Leadership Team Meeting
1:30 p.m. March 11, 2014

Present: Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dr. Paul Grimes, Dr. Eric Harris, Dr. Michael Muoghalu
Guests Present: Dr. Brad Hodson, Dr. Jan Smith

- I. University Strategic Planning
 - A. Guests – Brad Hodson and Jan Smith
 - a. Dr. Hodson and Dr. Smith attended the KLT meeting to share where PSU is in the strategic planning process that will take place between now and July of 2015. They encouraged KLT to get the word out to faculty, staff and students to let them know opportunities that will be available to participate and assist with this process.
 - b. Dr. Smith added that there will be many opportunities to gather information for the strategic planning process. PSU has hired a consulting firm to assist with the process. The focus this semester is to collect data to provide information in order to begin developing a strategic plan.
 - c. Dr. Scott is committed to the strategic planning process. Budget will to be tied to the priorities of the institution.
 - d. Data collection (Dr. Smith)
 - i. consultants/task force will conduct individual interviews with key people on campus followed by small group discussions (list developed by the Task Force)
 - ii. an idea board will be utilized
 - iii. electronic surveys will be conducted using feedback from small group meetings
 - iv. consultants will come to campus this summer to develop themes based on the data that has been gathered
 - v. deadline for the first draft of the report will be WF 2014 opening faculty meeting
 - vi. will develop a planning process
 - vii. after KBOR approval the plan will be implemented in fall 2015
 - e. Discussion followed on the current planning process and development of a new, more efficient, process that will be implemented.
 - f. Discussed that the new strategic institutional plan needs to match the unit/departmental level plans. There is uncertainty whether or not this process will come from the top down, or from the bottom up.
 - g. Discussed naming (or using a slogan for) the upcoming strategic planning process.
 - B. Calendar for campus meetings
 - a. This calendar was distributed
- II. Miscellaneous
 - A. Scholarships – scholarships need to be entered in GUS no later than this Friday
 - B. Early Enrollment Schedule; April 6th through 10th – early enrollment begins on Sunday
 - a. Discussion followed on MBA enrollment schedule.
 - C. Digital Measures – Campus Visit for University-Wide Consideration
 - a. Other colleges at PSU are interested in using Digital Measures
 - b. Representatives from Digital Measures will be on campus on March 22-23 to give previews of this resource.

- c. Need to have Kelce representation at each preview session to share our experiences
- D. Student Evaluation of Teaching – Non-Unit Teaching Personnel; What are we doing now?
 - a. Dr. Olson has asked Deans to discover how non-unit teaching personnel are evaluated
 - i. SPTE’s are used in every course in the college including adjunct-taught courses. This will be a subject that is discussed with KNEA.
 - ii. Departments – ACIS does not currently evaluate instructors; MGMKT will begin evaluating all non-unit teaching personnel every year; ECON evaluates all non-unit teaching personnel.
- E. Appointment Letters; Wording of Conditions for Tenure Earning Faculty
 - a. Dr. Grimes needs to submit the wording to the Provost for the appointment letters for tenure earning faculty for next year.
 - b. Discussion followed that wording should be standardized so that it is consistent for each faculty member in the college.
- F. Enactus Competition
 - a. Discussed a letter that will come from the Dean to excuse students for this years’ competition that is occurring much earlier this year. Dr. Grimes will finalize a letter drafted by Suzanne and send out to all Kelce faculty.

III. Updates and Announcements

- A. Casey – no report
- B. Cortes – no report / just returned from Vietnam recruiting trip.
- C. Harris – Jeff Poe has been hired for the Executive-on-Campus/Instructor position to begin in the fall.
- D. Muoghalu – will be leaving for Nigeria for student recruitment over spring break.

IV. Old Business

None

V. New Business

- A. KLT are asked to let Dr. Grimes know if they will be gone over spring break (Harris will be gone on 3/17 and 3/24, Casey will be out all week, Muoghalu gone to Nigeria all week).

VI. Adjourn – 2:50 pm

Dates to Remember:

- A. Spring Break – Monday, March 17th through Friday, March 21st
- B. Kelce Meetings with President and Provost, Friday, March 28th
- C. Junior Jungle Day, Saturday, March 29th
- D. Early Enrollment for Summer and Fall, April 6th through 10th
- E. Beta Gamma Sigma Induction Program, April 28th
- F. Kelce Awards Banquet, Monday, April 28th
- G. Spring Commencement, Saturday, May 10th