



## **MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. September 6, 2016

**Present:** Dr. Kevin Bracker, Dr. Din Cortes, Dr. Paul Grimes, Ms. Suzanne Hurt, Dr. Lynn Murray, Dr. Peter Rosen

- I. PLC Update
  - a. Performance Agreement Review Upcoming
    - i. Performance Agreements for all Regents schools will be reviewed by the KBOR soon.
    - ii. Discussed concerns about broadening/changing the intent of the process.
  - b. KNEA Review Sessions with Chairs
    - i. Last year the Provost's office conducted KNEA review sessions with department Chairs. The Provost will host review sessions again this year.
    - ii. Dr. Grimes and Dr. Olson will put together a survey for Chairs to discover what topics need to be discussed and what needs to be addressed when the contract opens next year.
  - c. USS Opening Meeting Tomorrow
    - i. All admins are all encouraged to attend the USS meeting on Wednesday, Sept. 6.
  - d. Gen Ed Update
    - i. Steve Horner is the Kelce rep to the Gen Ed taskforce.
    - ii. Taskforce is meeting and continuing with their charge. Met with outside consultant last week.
    - iii. College reps are responsible for keeping chairs, faculty senate and faculty updated on the progress of this taskforce.
  - e. Turn-it In Workshops
    - i. These workshops are available for faculty through Brenda Frieden's office – scheduled for Friday of this week.
    - ii. Turn-it In will be hosting these workshops free of charge for PSU faculty.
  - f. Holds
    - i. Dr. Howard Smith, in his new position in Enrollment Services, has been investigating Holds on student records which prevent pre-enrollment.
    - ii. There were 765 Holds still in place as of last week across the entire university. Total is \$2.4 million dollars. Most are significant delinquencies of tuition dollars. Less than 40 holds are \$500 or less.
- II. Miscellaneous
  - a. Calendar Items
    - i. Discussed adding events to the University calendar. These events will then be posted to the College and Department pages.
  - b. Travel Forms
    - i. Please turn in travel estimate forms as soon as possible.
- III. College Standing Committee Assignments
  - a. Review and Approve
    - i. Faculty committee assignments were reviewed and finalized.
      - a. MBA Student rep for SPC – MBAA student – Dr. Cortes will take care of asking the MBAA president to serve.
      - b. BBA rep for SPC – discussed possible reps for this committee. Will possibly ask an ENACTUS officer.

- ii. Dr. Grimes will send the committee assignment list out to faculty and will ask committees to report their chairs to him by the end of next week.
- iii. Discussed charges for committees for this academic year.
  - a. Charge for the Honor Code Task Force: (1) review existing code of ethics, (2) and develop an honor code for the college.
  - b. Dr. Grimes will prepare a draft of the charge for the Honor Code Task Force and will send it out to KLT before finalizing.

IV. Unit Updates

- a. AAC (Suzanne Hurt)
  - i. Gorilla Advising Academy retreat will be available for Department Chairs on October 13.
- b. ACIS (Peter Rosen)
  - i. Phillips 66 Day is planned for this Thursday, Sept. 8.
  - ii. 'Meet the Firms Day' is next Monday in the OSC. 30 students have enrolled so far.
- c. EF&B (Kevin Bracker)
  - i. Entrepreneurship Competition update. There are only a small number of students involved. Discussion followed on possible participants for this competition from across campus.
- d. MBA (Din Cortes)
  - i. MBA Experience class was completed last Friday. Dr. Cortes reviewed activities that the students participated in at Greenbush and at PSU.
  - ii. MBA enrollment for this semester has risen to 80 students.
  - iii. Discussed on-going issues with the LaRochelle dual-degree internship program.
- e. MGMKT (Lynn Murray)
  - i. The PSU Community Fair has been permanently moved to the 2<sup>nd</sup> Tuesday of the semester, which conflicts with the Kelce picnic date. Will consider changing the date of the Kelce picnic for next semester.
  - ii. MGMKT Curriculum Committee met and is suggesting that Business Communications be "re-activated". Will need to come up with a new name for the course.
  - iii. Dr. Maceli and Dr. Murray are planning a study abroad trip to Ireland in May.

IV. New Business

- a. Promotion and Tenure documents need to be addressed and decisions made about
  - i. Targeting the different boxes of AACSB faculty qualifications.
  - ii. Being consistent with the faculty union contract (scholarly activity, creative endeavors, teaching).
  - iii. Discussion continued on details needed for the departmental P&T documents.
- b. Kansas State Fair – representatives from the College of Business will be attending next week to recruit and build public relations for the college.
- c. Will be making an offer to one of the applicants for the Academic Advising Coordinator Assistant Director.

V. Old Business

VI. Adjourn – 4:00 pm

**Dates to Remember:**

1. Phillips 66 Day – Thursday, September 8
2. Kansas State Fair – September 8 through 16
3. Meet the Firms Day – Monday, September 12
4. Company Day at KTC – Tuesday, September 20
5. Rumble in the Jungle Senior Saturday #1 – October 1
6. Kelce Golf Tournament in Johnson County – Monday, October 3
7. Outstanding Alumni Award Recipient – Friday, October 7
8. Homecoming – Saturday, October 8
9. Fall Break , No Classes – Thursday and Friday, October 13-14
10. Career Expo at Student Center – Thursday, October 20
11. Majors Fair for Undeclared Students – Thursday, October 27
12. Rua Skybox Host – Saturday, September 22 – vs. Emporia State
13. Rumble in the Jungle Senior Saturday #2 – November 5
14. Early Enrollment for Spring – November 6 through 11
15. Thanksgiving Break, No Classes – November 23 through 25
16. Finals Week, December 12 through 16
17. Commencement, December 16
18. Fall Semester Grades Due, December 19
19. Kelce Dean/Chairs/Faculty Meetings with the President and Provost - TBD