



## **MINUTES**

Kelce Leadership Team Meeting  
2:30 p.m. December 13, 2016

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

- I. PLC Update
  - a. Debrief of Nepal/India Recruitment Trip by Lynette and Pawan
    1. Dr. Kahol and Dr. Olson debriefed PLC on their recruitment trip to India and Nepal in November.
  - b. Budget Reductions – the target remains \$1.1 million from Academic Affairs
    1. Lapsed Salaries and OOE should cover our proportional share (2/3 of university total).
    2. One-on-ones with Lynette to confirm sources after first of the year with Dean's and unit heads.
  - c. Professors Beyond the Classroom – SGA Grant Program
    1. SGA would like to encourage more interaction between faculty and students outside of the classroom through creation of grants to help cover cost of events.
    2. Budget for this program is \$1,500.
    3. Chairs were asked to give faculty a heads up on this program.
  - d. Sports; Title IX review will likely result in adding one additional women's sport (most likely soccer)
- II. Miscellaneous
  - a. Gorillas for Hire – students in need of updating information
    1. Gorilla's for Hire system does not update automatically as it is not tied to other systems.
    2. Students must update their own demographic information as well as their resumes.
    3. All are asked to encourage students to update their information each semester.
  - b. Ethics Seminar – see handout
    1. Those in charge of budgets are to receive training each year.
    2. Dr. Grimes attended a seminar on this subject – meals, gifts and entertainment.
    3. KLT were asked to review the policy on receiving gifts, etc.
    4. Penalties would be on the individual, not the institution.
  - c. Commencement Friday Night, December 16 at 8:00 pm
    1. Joint commencements have included our MBA students inter-mingled with all other Master's degree students. This makes it difficult for those who are presenting diplomas.
    2. This year all students will be lining up by college and appropriately announced.
- III. Curriculum and Scheduling
  - a. Undergraduate Kelce Admissions Requirements for BBA Degree Program
    1. Review of proposals by Suzanne Hurt and Becky Casey
      - i. Both proposals were distributed to KLT.
      - ii. Discussion followed on what procedures to follow for changing Kelce admission requirements.
    2. Discussion and plans
      - i. Suzanne explained her proposal and Becky's proposal was also discussed.
      - ii. Will either of these proposals help students be more successful in achieving their degrees, or should the current requirements stay in place?
      - iii. Dr. Grimes will send a copy of the agreed upon proposal to faculty in January along with an announcement of the January 20 general faculty meeting. Faculty will end up with more advisees under this proposal.

- b. MBA Program Course Sequences and Scheduling (as prepared by Dr. Cortes)
  - 1. Optimal cycle to meet needs of three delivery formats; face-to-face, online, hybrid combination
    - i. Dr. Cortes explained sequencing and stated that the proposed change will begin with the fall 2017 semester.
    - ii. There is only one required sequence to follow (Marketing Strategy → capstone course). The rest of the courses may be taken whenever the students can take them.
  - 2. Timing of course delivery to meet needs of our students
    - i. Discussed timing of specific courses in order to meet student needs.
    - ii. Dr. Cortes asked everyone to review the proposal and then will get together to review any concerns.
  
- IV. Unit Updates
  - a. AAC – Suzanne Hurt – no report
  - b. ACIS – Peter Rosen – worked with 250 grade school students last week/excellent media coverage by local papers (front page story with picture in the *Morning Sun*) and television.
  - c. EF&B – Kevin Bracker – no report
  - d. MBA – Din Cortes – no report
  - e. MGMKT – Lynn Murray – Dr. Fischer is still waiting to get his surgery because of BC/BS denials; Dr. S. Lee is gone to Korea for family matters; party at Dr. Murray’s house before graduation on Friday.
  
- V. New Business - none
  
- VI. Old Business - none
  
- VII. Adjourn – 3:35 pm

**Dates to Remember:**

- 1. Finals Week, December 12 through 16
- 2. Commencement, December 16
- 3. Fall Semester Grades Due, December 19
- 4. Contract Refresher Session for Chairs, December 20
- 5. Kelce General Faculty Meeting, January 20
- 6. Kelce Dean/Chairs/Faculty Meetings with the President and Provost – March 10
- 7. Kelce Annual Awards Ceremony, April 7