



Minutes

Kelce Leadership Team Meeting Thursday, September 14, 2017

Present: Dr. Din Cortes, Dr. Paul Grimes, Ms. Suzanne Hurt, Dr. Anil Lal, Dr. Peter Rosen

Guests Present: Ms. Dai Li

Absent: Dr. Lynn Murray (excused)

- I. Dai Li/ Strategic Planning
 - a. Dai Li from the Office of Institutional Effectiveness attended the meeting to describe the model for strategic planning this year and to walk everyone through the unit plan template.
 - b. She also shared a unit plan from another unit on campus as an example.
 - c. Dai walked the meeting attendees through the sequence of steps required of the university, colleges and departments/divisions for unit plans for 2018-2019.
 - d. She also informed KLT that there is a downloadable Word document available on the Institutional Effectiveness web page, as well as a video tutorial explaining the required steps for reporting.
 - e. Chairs'/department unit plans are due to the Dean by October 1, and college plans are due to the Provost by November 1.
 - f. Questions or concerns should be addressed to Dai.
- II. PLC Recap – Dr. Grimes
 - a. There was a long discussion on Dr. Olson and Dr. Kahol's trip to China. They learned a lot about "on-program" and "off-program" plans.
 - i. Social media in China is not allowed, but they have their own that is controlled by the state. Our representative there will create a web-based presence for Pitt State on the Chinese analogs for Facebook, Twitter, Snap-Chat, etc.
 - b. A task force has been formed to review faculty evaluation instruments used by students.
 - c. Flextime task force is forming and will be meeting soon.
 - d. Dr. Howard Smith discussed using Form Stack service, which allows visitors to our website to complete a satisfaction survey after their visit. Some communication problems need to be fixed.
 - e. Budget discussion and carry-forward amounts. Uncertainty in the status of these accounts.
- III. Next KLT Meeting
 - a. Chairs/Coordinators were asked to review the travel conference information that their admins put together and be ready to discuss.
 - b. All are asked to come to the next meeting with a complete list of adjunct faculty and their AACSB qualification along with justification for their ratings.
- IV. Departments
 - a. Academic Advising – sent a message to all of her advisees to find out if there is interest in the insurance certification program. Received a positive response from 10 people within a short time frame.
 - b. Economics/Finance – working on new departmental flyers
- V. Adjournment – 12:00 pm