



MINUTES

Kelce Leadership Team Meeting
1:30 a.m., August 15, 2018

Present: Din Cortes, Paul Grimes, Eric Harris, David Hogard, Lynn Murray

- I. PLC Update
 - a. Opening university faculty meeting tomorrow – at Bicknell Center beginning at 9:00 am; Only new persons, not new titles will be announced; KNEA will make remarks at meeting.
 - b. Recording of conversations – Kansas state law – it is legal to record conversations between students and faculty; only one party needs to be aware of this when recording conversations.
 - c. KBOR Core Outcomes Group Conference – articulation review, rep needed – Micro and Macro Econ will be reviewed. June Freund will be asked to do the review (October 12).
- II. AACSB Visit – Planning for Site Visit
 - a. CIR submitted to Visitation Team and AACSB Reaccreditation Committee last week
 - b. Preparation of Faculty and Students for visit - this will be discussed at the faculty meeting tomorrow.
- III. Reorganization and Miscellaneous Issues
 - a. Announcement of Reorganization to Campus Community – press release by University Marketing
 - i. Dr. Grimes met with Andra Stefanoni about announcing the reorganization of the Kelce College to the University. Pictures will be taken today of Larry Jump changing signs in the building to go along with the article.
 - b. Program Coordinators Update – Eric – discussed length of terms for program coordinators
 - i. Management – still awaiting answer from faculty
 - ii. Marketing – still awaiting answer from faculty
 - iii. Accounting – Presley
 - iv. CIS – Cummings
 - v. ECON – LaI
 - vi. FIN – Bracker
 - vii. IB – Harris/Murray
 - c. Administrative Assistants - third position request status / distribution of duties handout
 - i. Discussed 3rd administrative position request and will get a copy of the most recent position description to Dr. Olson soon.
 - a. Administrative duties of admins will be distributed at the faculty meeting tomorrow.
 - d. Keys – new masters
 - i. Discussed distributing master keys to admins and administrators (Harris, Robinson, VanBecelaere, Murray, Cortes, Hogard will need keys)
 - e. Student Employee Hiring and Assignment Processes – Update
 - i. Mimi discussed progress of handbook for Kelce student employees. Will meet on Thursday and then distribute a copy of the handbook to KLT for review before giving to students to read and sign off on.
 - f. GA Hiring and Assignment Processes – Update
 - i. Dr. Harris, Dr. Cortes and Dr. Murray will be updating KLT on the progress of updating GA policies after the semester begins.
 - g. Meeting with Student Workers and GAs? Will meet with GA's on Friday at 2:00.
- IV. Preparation for Tomorrow's Kelce Faculty Meeting

- a. Review agenda – revisions/edits
 - i. Lunch will be in 121 Kelce at 11:30 with the faculty meeting following in 112 Kelce.
 - ii. New admission director will attend meeting to discuss recruiting processes.
 - iii. Susan Dellasega is now the contact person for Canvas and instructional support.
 - iv. Kylie Edgcomb will discuss what he is doing with web support.
 - v. Chris Fleury will be discussing how to submit support tickets and IT audit (outdated software and operating systems on campus which imposes security risks – to be done before October 1).
 - vi. Academic advising review - Hogard
 - vii. Mimi – distribution of faculty support administrative duties, keys, office supply locations.
 - viii. Administrator updates – Cortes, Harris, Murray
- b. Review of Dean’s Report – revisions/edits
 - i. Want to encourage all faculty to have new headshots taken. Sam is willing to take new pictures of all faculty at faculty meeting.
 - ii. Travel request forms for faculty will be distributed for potential conferences attending.
 - iii. Kansas State Fair – will be asking for faculty to volunteer to attend.
 - iv. Kelce Golf Tournament – October 1.
 - v. Rua Sky Box – Homecoming – give names to Holly for potential Skybox attendees.
 - vi. Faculty Ethics Statement – review and let faculty decide if they want to do this or something else.
 - vii. Enrollment/Budget issues – potential cuts and actual cuts
 - viii. AACSB visitation team – preparing for the visit, etc.
 - ix. Standing Kelce faculty committees. A few changes will be made before the AACSB visit to replace individuals who are no longer here, but will be completely reorganized after the visit.
 - x. Post AACSB visit plans and Dean’s 6-step plan.

V. Unit Updates

- a. KUSB – Harris – scheduling computer lab for classes; special permissions for Program Coordinators.
- b. KGSB – Cortes – enrolling exchange students; working on enrolling students in different accounting courses.
- c. OBE – Murray – met with Gregor Kalan about inquiries coming in from CMS – Dr. Murray will receive all inquiries now (and Hobson reports); postcards will be sent out within a week to the students acknowledging their requests for information; follow-ups will occur.
- d. AACR – Hogard – Phillips 66 day is Wednesday, August 29; will set up in Kelce throughout the day; report in GUS that has prerequisite validations does not work and David is working with ITS to get it changed (will report this at the Kelce meeting tomorrow).

VI. New Business - none

VII. Old Business

- a. P&T Document
- b. Targeted Journals and Conferences

VIII. Adjourn

Dates to Remember:

1. Opening University and College Faculty Meetings, August 16
2. First Day of Classes for Fall Semester, August 20
3. Last Day to Enroll or Add Courses, August 27
4. Labor Day Holiday, September 3
5. Kelce Fall Picnic, September 4
6. Kelce Golf Tournament, October 1
7. Fall Break, October 11 and 12
- 8. AACSB Reaffirmation Visit, October 14 to 16**
9. Homecoming Week, October 15 to 20
10. Midterm D&F Grades Due, October 15
11. Final Drop Day, November 5
12. Rumble in the Jungle, November 3
13. Thanksgiving Break, November 21 to 23
14. Last Day to Withdraw, November 30
15. Final Exam Week, December 10 through 14
16. Commencement, December 14