

MINUTES

Kelce Leadership Team Meeting & Retreat
1:30 p.m., March 10, 2020

Present: Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

- I. AALC Updates
 - a. Corona Virus: Update on meetings with PC and AALC
 - i. Travel; immediate vs. long term / student vs. faculty
 1. Decision was made to suspend immediate international university sponsored travel for this spring semester. A decision will be made regarding summer trips later.
 2. Domestic travel (students, faculty or staff) sponsored by PSU will be reviewed by the Vice Presidents. (ie., Most likely to not approve travel to Seattle and other areas that are under official watches and warnings.)
 3. Spring break – e-mail has gone out from the university stressing that all who are traveling should be cautious and follow precautionary measures to ensure everyone’s safety upon return.
 - ii. Events; banquet season and commencement
 1. If the university suspends classes, all on-campus events during suspension will be cancelled (similar to “snow days” or other emergencies).
 2. Immediate concerns are that food at events will need to be considered – spreading of virus has occurred during contact with food/people during large gatherings.
 3. These events are still under consideration; more information will be provided as situation dictates.
 4. Uncertain at this point whether Kelce spring picnic will proceed as planned.
 5. Commencement will be a major decision at the appropriate time.
 - iii. Instruction; preparation for possible suspension of face-to-face classes. If the university is open we will continue under normal operating procedures. Emergency task force and Student Health Center are reviewing the situation daily.
 1. “Alternative” instruction
 - a. On-line instruction is not first choice for all faculty.
 - b. Faculty will be asked to determine and use some other type of “alternative” instruction (of their choosing) rather than face-to-face instruction.
 2. Are faculty prepared?
 - a. Discussed polling the faculty to see if they have thought of a plan for alternative instruction. Dr. Smith will discuss with faculty at the Friday meeting scheduled with the President & Provost.
 - b. CTLT has prepared an on-line course for instructing faculty how to move their classes on-line should the need occur. ITS is going to offer more staff availability to assist faculty in need of technological help.
 - c. Most faculty have resources at home so that they could manage their classes from home. All students cannot be expected have these same resources.
 - iv. Cleaning/Disinfecting; custodial help with high traffic areas –
 1. Special attention to computer labs (student employees will help in Kelce)
 - a. Jerrica will provide supplies for all areas – Melissa & Irene will work on schedules for cleaning.
 - b. If there are other areas that need special attention, inform Dr. Grimes.
 2. Supplies have been ordered
 - a. Administration is skeptical that the large supply may not make it here in a timely manner.

- v. Communications; president and provost's visit on Friday
 - 1. University Marketing is communicating via e-mail to faculty/staff/students about concerns.
 - 2. Consensus is not to post communications on social media at this point.
 - 3. Dr. Grimes will send an e-mail to faculty about the president & provost visit this Friday. Will ask faculty to start considering what alternative methods and modalities they may wish to employ to teach classes from home if face-to-face instruction is suspended.

- II. Personnel Issues
 - a. Updates on open faculty slots – CIS, ACC (2), MKT
 - i. CIS – Cortes – there are 13 applicants so far in the system
 - ii. Marketing – Murray - made offer last week / counter offer received today / working on providing a counter-offer to the candidate tomorrow.
 - iii. Accounting – Horner - in the process of conducting phone interviews – 3 completed and 3 to go. One interviewed candidate has dropped out.
 - b. Office changes / 201 Faculty Suite
 - i. Dr. Dalecki – still in the process of moving to his new office

- III. Miscellaneous
 - a. K-State's annual entrepreneurship competition – preliminary competition update from David (3/19 from 3:00-5:00 pm in 121 Kelce)
 - b. KCOG articulation agreement for introductory Management course – update from Steve – agreement will need to be signed by the Provost – new course proposal has been submitted.
 - c. 2+2 Agreements, revisions needed due to gen ed curriculum reform – update from David – he hasn't had a response from the Registrar concerning previous mandate from KBOR.
 - d. Data Analytics Graduate Courses and Certificate – proposals prepared/submitted to Grad Council. Won't be up for review until April 11. Dr. Cortes will prepare the initial paper-work for the certificate.
 - e. President & Provost to visit KCOB on Friday (see above)

- IV. Updates
 - a. AACR – David Hogard - started advising this week; PSU PBL had all 9 students place at their statewide competition last weekend – working on PR with University Marketing; 4/13 is Student Employee of the Year recognition.
 - b. DOBE – Lynn Murray – working on signing up participants for the Supervisory workshops that are scheduled in April; Employer breakfast is this Thursday in conjunction with the Career Fair. Discussed faculty participation with prospective student visits.
 - c. KGSB – Din Cortes – have only received 2 potential names for outstanding MBA; International Business task force is meeting tomorrow.
 - d. KUSB – Steve Horner – BBA MFT was administered yesterday; discussed AACSB faculty qualifications documents for 2019. Dr. Grimes will instruct Dr. Horner on how to access needed data on faculty performance indicators from Digital Measures.

- V. New Business - none

- VI. Old Business: Retreat Items – Curriculum and Degree Options
 - a. Actions Underway
 - i. International Business Task Force – Update
 - ii. Professional Sales Certificate and Sales Center – Update
 - iii. Data Analytics Certificate – Update
 - b. Potential New Programs
 - i. Entrepreneurship and Small Business – consider starting as certificate
 - ii. Business Education – will meet with COE at future date
 - iii. General Business – Dr. Grimes to prepare white paper / proposal

- VII. Adjourn - 2:50 pm

Dates to Remember:

- KCOB Visit from President & Provost – March 13
- Mid-Semester Grades Due – March 16
- Spring Break – March 21 through March 29
- KCOB Awards Ceremony – April 17
- Dead Week – May 4 through May 8
- Final Exam Week – May 11 through May 15
- KCOB Commencement - May 16
- Summer I Session Begins – June 1
- Summer II Session Begins – June 29
- Holiday - No Classes – July 3