

## MINUTES

Kelce Leadership Team Meeting  
10:30 a.m., 121 Kelce, March 17, 2020 (St. Patrick's Day)

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

- I. Administrative Issues
  - a. Corona Virus: Update
    - i. Lab Classes
      1. Pitt State had previously allowed some lab courses on campus to remain open for small groups of students.
      2. All science/technology/arts labs will now be closed until further notice. KCOB computer labs are already closed.
    - ii. Events; Awards Reception/Picnic/Inductions/etc.
      1. All university-sponsored events have been cancelled for the spring semester.
    - iii. Instruction; preparation for suspension of face-to-face classes
      1. Dr. Horner to approve all "alternative" deliveries of courses for the remainder of the term. Faculty need to notify Dr. Horner of their plans by end of this week.
      2. Do faculty have the equipment needed? – Please double-check with faculty to make sure they have everything they need to deliver their courses.
      3. Laptops for student check out
        - a. This could be logistically problematic for us and students.
        - b. Library has offered to be central location for check out of computers.
        - c. Looking at alternative methods and timing for distribution of laptops. Working on processes for preparing computers.
      4. Student Travel (e.g., PBL & Enactus)
        - a. All travel has been cancelled for Pitt State students, faculty and staff. All university personnel and students have been encouraged to cancel personal travel as well.
    - iv. Cleaning/Disinfecting; custodians disinfecting building
      1. Classrooms locked and signed – if anyone enters one of the classrooms, they are to call custodial staff and let them know to go back in and clean.
      2. Building will be locked at 4:30 p.m. beginning this week.
      3. Supplies – we are good with supplies for now. Share and avoid hoarding.
    - v. Telework Requests
      1. Temporary approval process (see handout) for full-time employees.
    - vi. Forthcoming responses
      1. Residence Halls – closing this week. Students will need to check out.
      2. Commencement – traditional ceremony is cancelled, exploring alternative options.
    - vii. Announcements – to be made at 11:00 am today
      1. Dorms will be closing – exceptions made for international students and domestic students who have exceptional circumstances.
      2. Decision was made that no face-to-face classes will meet for the entire rest of the semester.
      3. Traditional commencement and commencement events have been cancelled. Administration is working on alternatives.
      4. Reminder to track additional costs incurred due to alternative delivery of classes and canceled events. Emergency stabilization funding will be sought by the university from the state.

- II. Personnel Issues
  - a. Updates on open faculty slots
    - i. MKT – offer accepted, awaiting background check
      - 1. Matt Lunde has accepted the offer, and will begin in the fall.
    - ii. CIS – Dr. Cummings met with Dean Grimes and Dr. Horner
      - 1. Suggestion has been made to hire John Kuefler full-time as opposed to continuing with current tenure earning search.
      - 2. Dr. Grimes is considering this option and others for covering CIS courses.
      - 3. There are long-run implications concerning funding and doctoral minima coverage for CIS major.
    - iii. ACC (2) – Three on-campus interviews scheduled over next few weeks
      - 1. May need to determine alternative interviews for these candidates.
  
- III. Miscellaneous
  - a. K-State’s annual entrepreneurship competition – Has this been canceled? What about our preliminary round – should we proceed?
    - i. K-State will make decision to cancel tomorrow and Kelce’s preliminary competition will likely be cancelled in that event.
  - b. KCOG articulation agreement for introductory Management course – update from Steve – nothing new to report
  - c. 2+2 Agreements, updates due to gen ed curriculum reform – update from David. He has been visiting with the Registrar about these agreements. Will come to a decision soon.
  - d. Data Analytics Graduate Courses and Certificate – proposals prepared/submitted to Grad Council – update from Din. All paperwork is in-process. Uncertain how Grad Council will continue to meet.
  
- IV. Updates
  - a. AACR – David Hogard – discussed advising alternatives for students ; conducting trial Zoom advisement at 12:30 p.m. today.
  - b. DOBE – Supervisory Workshop has been cancelled; discussed alternatives for 3-Day start-up class; student employees are continuing to work on recruiting phone calls.
  - c. KGSB – 2<sup>nd</sup> session of PMBA started this week – there were a few issues with students being inadvertently dropped from the course; AP cancelled their visit to PSU this week; Final rosters for PMBA should be available this week. IB Task Force met last week – will be sending out a summary of the meeting soon. Task force needs to make decisions soon if program is to be continued.
  - d. KUSB – Steve Horner – moving all face to face courses to alternative delivery for the remainder of the semester – will have updates from faculty by the end of the week on alternative delivery methods for their courses.
  
- 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 – 11:30 am

**Dates to Remember:**

- Summer I Session Begins – June 1
- Summer II Session Begins – June 29
- Holiday - No Classes – July 3

