



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team

March 31, 2020, 1:30 pm

Microsoft Teams On-Line Meeting Format

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

1. Updates and issues with transition to alternative delivery – Steve, Din, David, Lynn
 - a. Transition to alternative delivery of courses seems to have gone well.
 - b. Laptop distribution went well yesterday.
 - c. Some faculty may be doing quite a lot of their classes synchronously. Office hours on-line have been going well too.
 - d. Dr. Murray has been keeping up with her GA who has been in contact with other college GA's. Working on outreach/marketing projects, keeping up with lists that Admissions provides. Assisting instructors who need assistance.
 - e. Dr. Cortes stated that there was an issue with one PMBA course with an instructor needing advice about a student who was demanding concessions. Dr. Cortes' traditional MBA class has not met yet, but he has been in contact with most of the students.
 - f. David Hogard – remote advising is going well. He has appointments this week – about 5-6 students per day. Still needs to advise a lot of students. Discussed trying to have peer advisors help with advising – would need to set up Zoom for them and give them access to student records somehow. Will continue working on this issue.
2. Communications
 - a. Are faculty getting enough information? KLT have been getting informational e-mails from Dr. Grimes and Pitt State central administration. Mimi will reach out to CIS faculty to see if they are getting this information.
 - b. People/story recommendations for Abby about how everyone is adapting to the present conditions for classes and work. Suggestion made to highlight the work that GA's and student employees have done to prepare for classes which started this work. Dr. Murray will contact Abby.
3. Input needed for deans to make recommendations to the provost
 - a. Grading options for the term - Discussions on this topic are occurring at KBOR schools. Deans have been instructed to visit with their colleges about possible grading options for the SP 2020 term.

- i. Discussed recommendation/s to give to the Provost – Dr. Grimes relayed information received from faculty in response to his weekend email
 - 1. Recommendation was made that faculty give students grades that they've earned in their classes, and the Registrar would change to a pass or fail based on whether or not the student opted in for that course. This option would require additional programming by ITS.
 - a. Students planning to sit for the CPA exam - students seeking to qualify for the CPA must take certain courses (83 hours) of which only 6 hours may be graded pass/fail.
 - 2. Other schools are not changing grading for graduate programs. Dr. Cortes agrees with this.
 - 3. Discussed A-P-F grading approach that some schools will be doing. A=A grade; P=B, C or D; F=F grade.
 - 4. Some faculty will be curving their grading scale for this semester.
 - b. Incompletes
 - i. Faculty will be encouraged to not use incompletes as a blanket solution for students to complete courses this semester.
 - c. Finals week schedule
 - i. Some instructors at PSU are completing courses in a more asynchronous way and wish to schedule their finals that same way.
 - ii. If faculty are going to have finals synchronously, they will need to have their finals on the scheduled day for that course.
- 4. Events; recognition of students and faculty
 - a. Discussed creating social media posts for each student who is set to receive an award. Will not pursue this due to it being very cumbersome within the KCOB.
 - b. Mimi will put together a document like the program we normally do for the Kelce Awards Ceremony, KLT will review and it will be posted on the college web page.
 - c. Will discuss faculty awards at next KLT meeting
- 5. End-of-semester college faculty meeting?
 - a. Discussed whether there are items that need to be discussed. Will leave this meeting on the calendar for now and see how things play out.
 - i. IB Task force is working on their document.
 - ii. AOL may have some items to discuss.
- 6. Looking ahead – Summer and Fall
 - a. KCOB and COE have all on-line courses for summer. Other colleges have not as many on-line courses. May not be able to offer any face-to-face courses for SU 2020.
 - b. Fall will be dealt with at a later date. 15-20% of Kelce courses will be offered on-line, along with 2 hybrid courses.
- 7. KLT will meet on Microsoft Teams again next Tuesday, 4/7 at 1:30 pm.