

MINUTES

Kelce Leadership Team

1:30 p.m., May 5, 2020 – Online Teams Meeting

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

- I. Administrative Issues
 - a. Transition back to campus
 - i. Covid-19 Workplace Questionnaire – policy and procedures (see handouts)
 1. A record needs to be maintained for all Workplace Questionnaires submitted to supervisors by faculty and staff. These need to be saved by date and name so they are easy to access for record-keeping purposes.
 2. ITS is working on a app to ease the process – may be ready next week.
 - ii. Guidance for Supervisors – how to implement in Kelce
 1. Dr. Grimes will send an email out to all Kelce faculty explaining the current process; supervisors will send follow-up emails to their direct reports with any special transmittal instructions.
 - b. Planning for Fall Semester
 - i. Working Groups Appointed by Provost (see recent e-mail from President’s Council for list of groups and participants). From Kelce: Dr. Bracker on Academics group and Dr. Grimes on Budget group
 - ii. Kelce Task Force appointed following composition determined last week
 1. Dr. Murray has called an initial meeting of the task force for tomorrow
 - a. Program Coordinators will be asked to inventory fall courses that are already being taught on-line, and then categorize courses that might be able to be offered in an alternate delivery method.
 - c. Budget Uncertainties – some window for small increase in tuition
 - i. Wichita State will be asking for a tuition increase, which may allow Pitt State to do the same.
 - ii. There are several factors that continue to impact our budget, and will continue to do so until uncertainty clears.
 - d. Town Hall with President and Provost – radio broadcast tomorrow morning at 11:00 a.m. on KRPS
 - e. Deans have requested waiver extension of Gorilla Gateway course requirement for transfer students (originally requested by David Hogard).
- II. End-of-Term Issues
 - a. Faculty Awards – how to recognize?
 - i. Discussed alternative methods of recognizing faculty award recipients.
 1. Dr. Grimes will send e-mail next Monday recognizing the recipients, and Mimi will mail checks to each that day. Awards will be presented at proposed May faculty meetings.
 - b. General Faculty Meeting or alternative?
 - i. Discussed meeting with faculty in smaller groups sometime after May 18 when campus reopens. These meetings would provide information and answer questions.
 - ii. Dr. Grimes will contact faculty about these smaller group meetings. If this doesn’t work, then Kelce will have a virtual meeting with all faculty and staff.
- III. Miscellaneous
 - a. Data Analytics Certificate – proposals at Faculty Senate passed, however Doug Ball reports we still do not have a Podium contract; next steps?

- i. Faculty Senate voted to approve the proposal for this undergraduate certificate.
 - ii. If the contract hasn't been signed with Podium soon, the summer courses will need to be pulled from the schedule.
- b. City Commission renewed annual financial support for Micropolitan Report (\$25K)
- c. UMKC – "4+3 BBA" new degree option; in similar vein to our Integrated Business Administration idea (handout outlining UMKC's program discussed)
- d. Reschedule next KLT Meeting – dean's conflict with JCUAB
 - i. Will re-schedule next KLT meeting for next Wed. at 2:00 p.m.

IV. Updates

- a. AACR – David Hogard
 - i. Working on a Vidgrid video for CARES – quick overview of what incoming business students need prior to orientation
 - ii. There are approximately 480 undergraduate students pre-enrolled for fall (currently enrolled or transfer students). There are still many Kelce students who have not pre-enrolled. It appears that other colleges may not have done as efficient or extensive a job of advising for this period.
 - iii. Receiving lots of emails with questions and concerns from students regarding the pass/fail grading option for the spring semester.
- b. AACR – Lynn Murray – no report
- c. KGSB – Din Cortes
 - i. MBA graduates this semester = 30. More than 50% are traditional students and the rest are graduating from the PMBA program.
 - ii. Discussed GA appointments for fall. Need more applicants.
 - iii. Talking to AP to clarify their role in the admission processes, helping students contact resources (ie: financial aid, paying tuition, etc).
- d. KUSB – Steve Horner
 - i. Continuing to meet one-on-one with faculty via Zoom.

V. Old Business: Retreat Items – Curriculum and Degree Options

- a. Actions Underway
 - i. International Business Task Force – Report Received
 - ii. Professional Sales Certificate and Sales Center
 - iii. Data Analytics Certificate – See above
- 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

VI. Adjourn 2:50 pm

Dates to Remember:

- 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