

MINUTES

Kelce Leadership Team

1:30 p.m., June 9, 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. Pitt State Together – planning document still not released; latest version returns to a firm date for opening buildings to public
 1. Howard would like Academic offices to transition back beginning June 15th – try to maintain regular summer hours but allow flexible and staggered in-person schedules; Mimi and Admins have devised a staffing plan; need to ask Jerrica to arrange for door openings
 - a. Mimi will communicate to Irene, Rachel and Melissa about returning to work on June 15.
 - b. Mimi will talk to Jerrica about opening and closing the building starting June 15. Will create signs to post in other entry ways that won't be unlocked. (Beginning June 15, the building will be open, only south doors will be unlocked.)
 2. Signage for building – spreadsheet from Abby – discussed potential signage for building (striping in the hallways – need 1" tape)
 - a. # of signs / striping of hallways
 - b. Directional flow of stairways
 - i. Logic from committee was to make stairwells less congested
 - ii. 224 classroom area turns into a bottleneck and would give easy access to leaving the building from the northeast stairwell.
 - iii. Discussed designating the two south entrances (front of building facing Cleveland Street) as one entry-only and one exit-only
 - ii. Desk panels finally arrived; Mimi has distributed to offices
 - b. Planning for Fall Semester
 - i. Working Groups – ongoing
 - ii. Kelce Task Force – update
 1. 5 faculty members reported self-identified risk – may need to go fully online with their courses if that works better for them
 2. Physical plan recommendations (see handout sent via email)
 3. Discussed potential class calendars for fall and spring – KBOR is coordinating plans across campuses
 - iii. Budget Uncertainties – do we have any major upcoming expenses?
 1. This FY is coming to an end. No additional major expenses identified for this year.
- II. Students
 - a. CARES – ongoing
 - i. David reported that CARES is continuing to go very well. Individual advisement appointments seem to be better than one mass advising session.
 - b. Latest enrollment numbers – see handout sent via email; note that they are not directly comparable to last year's numbers due to the fact that some student groups enrolled prior to CARES this year due to format change – numbers will again be comparable after CARES completes

- III. Miscellaneous
 - a. Data Analytics – awaiting word from VP Ball
 - b. Construction Management and Minor in Business Students; asking if we can substitute CM CET 530 Construction Cost Management for ACCTG 202 Managerial Accounting to satisfy Minor in Business Administration requirements
 - i. Joe Levins in the construction program has requested allowing Construction Management (Business emphasis) students to obtain our Business Administration Minor by substituting CM CET 530 Construction Cost Management for ACCTG 202 Managerial Accounting. (Construction students take no upper division Accounting courses, but Managerial is a prerequisite for Business Finance.)
 - ii. Total number of students very small – Business Administration Minor is not required for their degree, but is an optional add-on.
 - iii. Dean can approve course substitution for Construction Management majors seeking our minor and to allow CM CET 530 to satisfy as a prerequisite for Business Finance. Need to determine if this is satisfactory to Finance faculty. Dean Grimes will visit with Finance PC Kevin Bracker to discuss the prerequisite issue.
 - c. Changing admission requirements for Kelce – David Hogard
 - i. There are an increasing number of students who, for a variety of reasons (new Pathways curriculum, recent reduction to 120 hours, etc.), don't meet formal admission requirements to Kelce. Discussed modifying admission requirements in order to allow these students take additional required courses and to keep them on path toward degree.
 - 1. Most reasonable enforceable alternative:
 - a. Change current restriction of “no 300-level course enrollment until admitted” to “no 400-level course enrollment until admitted”
 - b. David will put together a memo for KLT approval then on to Kelce Curriculum Committee and on to General Faculty meeting for faculty to approve.
- IV. Annual Performance Reviews
 - a. KLT members – Oracle evaluation module may now be back up and running
 - i. KLT will submit their information via e-mailed Word documents by June 19 to the Dean
- V. Updates
 - a. AACR – Hogard – has concerns about activities of Kelce student organizations; PBL National Leadership on-line conference is later this month; many Kelce students will be admitted by fall – need to train faculty advisors on new degree audit documents
 - b. DOBE – Murray – will be calling students who have accepted but have not yet signed up for CARES to enroll for the fall; talked about GA appointments for fall; discussed alternatives for the fall Picnic; discussed technology and space requirements for fall classes
 - c. KG SB – Cortes – Summer PMBA courses are going well; working with LaRochelle in France on exchange agreement; discussed eligibility of an international student, who is in the US on work visa, into the PMBA program; discussions have been ongoing with the International Office on allowing international students who aren't able to return to take on-line courses in order to continue their Pitt State education (following the model for undergraduate international students)
 - d. KUSB – Horner – staffing issues – Julie Eichenberger's contract has been returned – still looking for an instructor for the open Intro to Business course; met with AOL - they are making progress putting together an assessment plan; looking to assign offices for our new faculty members (2 accounting & one marketing)
 - e. ADMIN – Morrison – no report
- VI. 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
- VII. Adjourn – 3:10 pm

Dates to Remember:

- Summer I Session Begins – June 1
- Kelce Administrative Offices Reopen – June 15
- Summer II Session Begins – June 29
- Holiday - No Classes – July 3
- Campus Reopens to Public - ???