

## MINUTES

Kelce Leadership Team

1:30 p.m., July 21, 2020 – Online Teams Meeting

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

Absent: Lynn Murray

- I. Administrative Issues
  - a. Transition back to campus
    - i. Pitt State Together – transition back to campus
      1. Pitt State Covid Containment Strategy – forthcoming; tracking by CCHD
      2. Return to Campus Guide for Students – being finalized
      3. Syllabus Supplement – draft distributed
    - ii. Building now reopened; staggered shifts until start of school; remember to submit questionnaire each day
  - b. Planning for Fall Semester
    - i. University Working Groups – finalizing recommendations
    - ii. Kelce Task Force – determined practical functional capacity for each classroom; need these properly entered into the course schedule to make room for returning students; contingency strategies for quarantines of both students and faculty – if faculty or students have to quarantine during the semester, contingency plans need to be in place – ie: back up plans could include moving course to on-line, or have a substitute for the course
    - iii. Modalities – how to balance needs/requests from faculty versus the needs of our students; new system goes online tomorrow
      1. A few faculty members have complained about not being able to change their course modalities as requested. ie: some faculty now stating that they have health issues and don't want to have face-to-face classes while others cite non-health related reasons for the changing modality
      2. Dr. Grimes will ask that faculty who have a high-risk health situations to contact Dr. Horner ASAP. On-line courses will be a last resort option at this time.
      3. Email will be sent to faculty from Dr. Grimes tomorrow. Must consider best interest of students with the goal to have as many face-to-face courses as possible.
    - iv. Hallway doors – request to remove first floor hallway doors being considered; and has been approved
    - v. Auditorium – work in progress; need to move more furniture and set up whiteboards; outside steps facing Broadway being repaired
- II. Students
  - a. Latest enrollment headcount numbers from Registrar's Office – update distributed today; still down
- III. Faculty
  - a. Program Coordinators
    - i. Accounting; message from Mike McKinnis – discussed situation, and who could potentially serve as PC for the accounting program
    - ii. International Business – Sang Lee volunteered
- IV. Curriculum
  - a. Data Analytics – Doug reports that DA offered to teach intro course for “free” this semester; too late for us as the course was already removed from schedule; Doug asking if we could try it this way next Spring Semester

b. PMBA – student evaluations this summer not administered by CTLT; alternatives

- i. SPTE's for summer courses are considered optional and weren't administered this summer. Evaluations will be administered for PMBA courses next summer. There are students who wanted to provide feedback for this summer's courses. Dr. Cortes will email students via Canvas to provide him with individual comments and feedback

V. Updates

- a. AACR – David Hogard – no report
- b. DOBE – Lynn Murray - absent
- c. KGSB – Din Cortes – at least one of international GA students is working on returning to Pitt State – will quarantine in Mexico for 2 weeks before returning; new PMBA session is shaping up; will have meeting with graduate studies staff (Lisa Allen & Janet Miller)
- d. KUSB – Steve Horner – Kelce Task force will meet tomorrow – will discuss moving furniture in the classrooms, faculty/course contingency plans, etc.
- e. ADMIN – Mimi 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 – 2:45 pm

**Dates to Remember:**

- Campus Reopens to Public – July 17
- First Day of Fall Classes – August 17
- Labor Day Holiday – September 7
- Mid-semester Grades Due – October 12
- Dismissal for Thanksgiving Break – November 21
- Commencements – November 21
- Classes Resume Online – November 30
- Final Exams Begin – December 7
- Semester Closes – December 11