

## MINUTES

Kelce Leadership Team  
1:30 p.m., August 26, 2020 – Kelce #121

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

- I. Administrative Issues
  - a. Back on campus
    - i. Revisions to policy concerning reporting – some confusions
      1. Health Center vs. Student Life – students should report a positive test to the Health Center first; Student Life is the official channel for communicating student absences to faculty – this policy is set to change
      2. New reporting form for students under development – reporting via FormStack will be sent to Student Life and the Health Center with information on courses in which students are enrolled with names of instructors
      3. Face Shields policy revisions – reviewed 2 possible revisions – decision forthcoming from President’s Council
      4. Announcement coming soon about group activities – AALC discussion today was concerned with group activities on campus and possibly limiting these activities. Announcement should be made soon.
  - b. Planning for Spring Semester
    - i. Course schedules – need to be working on spring schedule and identify modality for each course – this will allow Pitt State to collect course fees for technology-based modalities and provide students with information to make choices in their best interest
    - ii. Spring Calendar – decision coming soon – one option will include keeping start date the same, but having spring break the first week of school
  - c. Overall enrollment count is down by 5.5% for the fall semester for all students – less than 5,000 undergraduates enrolled for the first time in many years
- II. Students
  - a. Any major issues with COVID policies and procedures?
    - i. Initially there was some confusion in figuring out modality of courses
    - ii. Masks seem to be taking a toll on students/faculty
  - b. Awaiting headcount after last day to withdraw with full refund
  - c. Grad Assistants now at full staff
  - d. Computer Lab Hours – impressions of usage? Labs seem to be used heavily because of scheduling classes in both labs. Lab monitors keeping track.
- III. Faculty
  - a. Need to identify a “heavy user” of Digital Measures for advisory group
    - i. PSU will hire a new director of Institutional Effectiveness, to replace Dai Li, who will also oversee Digital Measures
    - ii. Advisory group will include reps from colleges – need to identify a heavy user from KCOB to participate in the advisory group
  - b. Several appointments to university committees made – requests continue to come in
  - c. Virtual conferences – treat as if faculty member was away
  - d. Retirements – visited with Howard and presented a plan – will discuss later
  - e. Program Coordinators – Steve scheduled meeting for later today – will start working on the schedule, staggered terms for PC’s
  - f. Standing Committees – have all selected chairs? Chairs have not been reported – email reminder will be sent

- g. Ethics Statement – signatures collected from most; protested comments – will send out a reminder for those who have not yet submitted
- IV. Curriculum
- a. Low enrollment programs flagged by KBOR – Economics and International Business
    - i. Dean will prepare briefing on each for Howard – presentation later this semester to board
- V. Updates – no reports
- a. AACR –
  - b. DOBE –
  - c. KGSB –
  - d. KUSB –
  - e. ADMIN –
- 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 – Postponed
  - 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 – 1:55 pm

**Dates to Remember:**

- Labor Day Holiday – September 7
- Meet the Firms Day (Virtual) – September 14
- Annual Kelce Golf Tournament – October 5
- Mid-Semester Grades Due – October 12
- Homecoming – October 17
- Fall Career Expo (Virtual) – October 22
- Final Day to Drop Class – November 2
- Commencement – November 20
- Thanksgiving Break Begins – November 21
- Last Day to Withdraw – November 25
- Final Exams – December 7-11
- Grades Due – December 14