

MINUTES

Kelce Leadership Team

1:30 p.m., October 14, 2020 – Kelce #121

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

- I. Administrative Issues
 - a. COVID-19 Issues
 - i. Status quo on campus – recent rise in community putting pressure on hospital
 - ii. Town Hall tomorrow – virtual w/focus on budget – 1pm on pittstate.tv
 - b. Planning for Spring Semester – move of spring break to end of term is now official; question about when intersession would begin; consider 3-Day Start Up and other options – discussed offering regular courses during the intersession between spring and summer sessions – Dr. Grimes will get more information about when intersessions courses could begin and report to KLT
 - c. Travel Funds – have all unit faculty members made their choice regarding OST?
 - i. completed and all faculty have chosen their options – if they did not elect to take the cash payment, the default is PD funds which must be spent during FY21
 - d. Note about Provost’s funds for student organization travel to competitions/presentations (\$1,500 for Kelce) sent to faculty – no responses to date – David Hogard will prepare a request for PBL
 - e. Student Personal Computers – Chris Fleury representing us on Provost’s ad hoc committee
 - f. Howard will be hosting series of Academic Affairs Leadership Forums in coming weeks - lunches
 - g. Distribution of faculty classifications by college – reviewed handout; discussed issues with the way the percentages were calculated using only headcounts and not measures of course loads or time
 - h. Honorary Degrees?
 - i. Topic discussed in AALC this week. Deans asked to bring topic to leadership teams to discuss.
 - ii. KLT agreed that this has merit and could be reviewed further; would require specific guidelines
- II. Students
 - a. Advisement period for Spring ’21 pre-enrollment underway
 - b. New degree audit system – some faculty are having issues with the new system; David will put together an instructional video that will be available to those having questions/concerns
 - c. Class accommodations for students with health concerns – any additional issues?
 - i. Dr. Grimes was approached by a student who requested to take a test in class in any format other than in-person. Instructor did not accommodate. Concerns the student has is that he lives with someone who has a compromised immune system. Resolution - Instructor was asked to accommodate the student to take test in another format.
 - ii. KLT were asked to remind faculty that student concerns should be taken seriously. Provost asks that we take stated health concerns at face value and respond appropriately. Emails from students need to be answered in a timely manner.
- III. Faculty
 - a. Retirements
 - i. Bracker position – met with potential candidate via Zoom. Appears to be a great fit: Pitt State alum/from Girard/family in area/daughter is a freshman here/right specialization/etc. Will meet in person for lunch over Thanksgiving break to continue building relationship.
 - ii. Freund position – will likely maintain plan as outlined to Howard
 - b. Sabbaticals – Fang Lin’s submitted / Din Cortes going through administrative approval (awaiting word on Fulbright)
 - c. Discussion at AALC about pre-tenure candidates and timeline interruptions due to COVID
 - i. Contract allows Provost to grant interruptions for pre-tenure candidates

- IV. Curriculum
 - a. KBOR-flagged low enrollment programs (EC & IB) – Update memo sent to Howard (distributed earlier)
 - b. Business Education – meeting with Jean Dockers tomorrow (Grimes, Hogard & Dockers)

- V. AACSB Accreditation
 - a. Small School Data Direct Program – Din and Steve participated yesterday
 - i. Presenter suggested that KCOB needs to work with Institutional Research/Effectiveness to collect survey data (BSQ)
 - ii. Will ask Bill Hoyt/Institutional Effectiveness to attend a meeting with KLT to discuss data and reports
 - b. Tables Seminar – distributed materials received by the Dean yesterday – Dr. Horner will attend at next available opportunity
 - c. Upcoming webinars on new 2020 standards – first three Thursdays in November on our calendars
 - d. Need to start planning
 - i. Vision/Mission Statement revisions? – discussed
 - ii. Strategic Plan – update progress on action items
 - iii. Faculty Qualifications – revise in response to review and update to meet new standards
 - iv. Risk management – new item that will require policy statements and plans

- VI. Miscellaneous
 - a. Golf Tournament – receipts looking good
 - b. Economic Outlook Conference – good turnout in-person and online but technical issues at start
 - c. Professional Sales Center – Dean Grimes presented to KBOR provost group last week; no issues
 - d. Holiday Party – what to do this year? Options? Discussed options and will continue conversation.

- VII. Updates
 - a. AACR – David Hogard – Thanksgiving – discussed when offices will be open at Thanksgiving break – Dr. Grimes will find out if offices are to be open on Wednesday, everything closed on Thursday and Friday
 - b. DOBE – Lynn Murray – her PMBA class started Monday with nearly 170 enrolled!
 - c. KGSB – Din Cortes – discussed plans for KCOB commencement – Spring & Summer 2020 graduates will be at 4pm on Friday, Nov 20; Fall 2020 graduation is set for Saturday Nov. 21 at 9am; graduates will be given 4 tickets – President/Dean videos will be shown in the Plaster Center before graduation
 - d. KUSB – processing GA appointments for spring; MFT will be administered next March 8 & 9; working on summer staffing of courses
 - e. ADMIN – no report

- VIII. Old Business: Retreat Items – Curriculum and Degree Options
 - a. Actions Underway
 - i. 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

- IX. Adjourn 3:00 pm

Dates to Remember:

- 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

