

## MINUTES

Kelce Leadership Team  
10:00 a.m., December 16, 2020

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

- I. Administrative
  - a. COVID-19 Issues
    - i. Drive through testing available at Bicknell Center parking lot – encourage folks to use service
    - ii. Re: vaccination priorities – still unknown where higher ed will fall in sequence of distribution
    - iii. Student testing – strategy for Spring semester opening/arrival same as used for Fall semester
    - iv. Quarantine length – coordinating with local health department – length may be changing from 14 days to 7-10 days
  - b. KBOR
    - i. December meeting is this week
    - ii. Common Spring Break dates set for universities (third full week of March) starting in 2022
  - c. International Students – visa numbers are rising (mostly from India)
  - d. Pitt CARES – see handouts for dates and options under consideration – considering two options based on traditional in-person sessions or smaller sessions if needed at the time
  - e. KNEA – see handouts. Consideration of items for discussion. Workload/modality issues – should contract indicate who has final decision? Expectation of teaching load based on credit hour generation may be considered. KLT asked to review documents and provide input to Dr. Grimes.
- II. MBA
  - a. Concern about number of students on low grade report – handout
    - i. Reviewed report that included nearly 30 students in the program receiving a C or lower grade this fall semester. Higher number due to the significant growth in the online PMBA.
    - ii. Dr. Cortes indicated there are concerns if student's cumulative GPA goes below 3.0, however, for most students on the list this was first low grade.
    - iii. Academic alert or dismissal letters may be sent to only 5 or 6 students on the list.
- III. Faculty and Curriculum
  - a. Process underway to initiate search for finance faculty member
    - i. Search committee has been formed – Cortes, Shum, Lin, Horner
    - ii. Committee is working with HR on details for placing ads, etc. Meet with HR tomorrow.
- IV. Building
  - a. Update on last week's meeting with architects to discuss options
    - i. Identified space for Sales Center and video production room
      1. Plans were reviewed by KLT
        - a. Change to first floor configuration that will combine two offices in the Deans/Advising suite to accommodate the Professional Sales Center. Will have "store front" door opening into the atrium – prime real estate for donor recognition. Convert one faculty office (adjacent to the copy/work room on the second floor) into a small video/recording studio equipped for distance education production work.
        - b. Will ask the Foundation to support acquisition of renderings of the Sales Center space to show potential donors.

- ii. What about BERC and potential Econ Ed Center?
      - 1. BERC and potential Econ Ed Center will most likely move to the second floor in faculty office area. KLT concurred this move should work well. Dr. Grimes will visit with architects about options.
    - iii. What about SBDC activities? Uncertain at this point if they will require space in the new building.
- V. Miscellaneous
  - a. Be sure to submit time cards before leaving for break – all will submit today
  - b. When to hold opening Spring Faculty meeting? Tentatively determined to hold meeting on the first Friday of the spring term – January 22, at 2:00 p.m. in Kelce auditorium
  - c. Dr. Grimes will be taking off starting tomorrow (vacation days), Thursday, Dec. 17
- VI. Updates
  - a. AACR – David Hogard – student employees are working this week and next checking prerequisites and updating student files
  - b. DOBE – Lynn Murray – narrowing down dates for 3DS (reviewed surveys) – can’t start until after May 14 when spring session ends – would like to start on Tuesday June 1, but will need to consider further; spring Marketing Strategy class will be working with SBDC to develop a workshop on customer values
  - c. KGSB – Din Cortes – applications for both MBA programs continue to come in; class sizes for 1<sup>st</sup> session of PMBA continue to increase; ITS has scheduled a PMBA review tomorrow to meet with offices on campus that interact with the program (Business Office, Financial Assistance, ITS, etc.)
  - d. KUSB – Steve Horner – conducting finance faculty search; fall schedule is due 2/22; distributed handout on course delivery types for 20/WF, 21/SP & pro forma 21/WF and discussed; GA’s will not be working until 21/SP appointments begin
  - e. ADMIN – Mimi Morrison – no report
- VII. On-going Business: AACSB Accreditation – will begin working on these items in the spring semester
  - a. Initiate planning:
    - i. Vision/Mission Statement revisions
    - ii. Strategic Plan – update progress on action items
    - iii. Faculty Qualifications – revise in response to review and update to meet new standards
    - iv. Journal Quality – incorporate statement into our Research Vision document
    - v. Participating Faculty sufficiency – create an Advisory Committee of Adjunct Lecturers to provide input to Faculty Chair and KLT; amend College Bylaws to establish
    - vi. New Social Responsibility Standard – need to document and coordinate activities that are already taking place
- VIII. Adjourn 12:05 pm
  - Dates to Remember:**
    - Start of Spring Classes – January 19
    - Apple Day – March 1
    - Mid-term Grades Due – March 15
    - Spring Career Expo – March 16
    - Pre-enrollment Begins – April 4
    - Last Day to Drop – April 5
    - Transfer CARES – April 12 and 13
    - Last Day to Withdraw – April 29
    - Finals Week – May 3 through May 7
    - Commencement – May 7
    - Spring term ends – May 14
    - Grades Due – May 17

