



MINUTES

Kelce Leadership Team
November 16, 2021, 9am, 121 Kelce

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

- I. Administrative
 - a. COVID Issues
 1. Due to Fall Break and Thanksgiving, no COVID report next week
 - b. KBOR Issues
 1. Meeting Wednesday
 2. Consent agenda for Pitt State; demolish barn at Nature Reach; approve KNEA agreement; approve change in budget for simulation hospital (supply chain costs)
 - c. Campus Issues
 1. President Scott meeting Governor Kelly today
 2. Expense Reports – too many going past 60 days triggering audit warnings
 3. Refinancing of Bonds – fee dollars paying off Bicknell Center bonds falling short due to enrollment
 4. Strategic Plans – *three priorities; Operations, Enrollment, New President; due by 12/01 (Dr. Grimes will prepare report for COB with input from KLT)
 5. Course Delivery Definitions – see handout for working draft going back to committee – to come up with more clear and concise directions for students – committee will continue to update course delivery definitions
 6. Council for Discovery and Research – reorganizing and evaluating charge
 7. Academic Dishonesty – discussion boards/cut and paste/etc.; reporting for multiple offenses
 8. Commencement – only 4 weeks away; ticketing has begun
 9. Administrative Assistants – corrections to pay to align with policies and create better equity in Academic Affairs
 10. Holiday Announcement – university closed; full-time, 12-month faculty & staff will not need to use vacation or comp time the day before Thanksgiving and the week between Christmas and New Year's Day.
- II. Kelce Faculty Searches – updates on International Business, Computer Information Systems, Management; might conduct initial interviews at conferences; need to review timelines so that individuals are hired soon
 - a. International Business – 2 candidates
 - b. Computer Information Systems – 4 applicants
 - c. Management – 19 applicants
- III. Graduate Assistants – hiring process
 - a. Chelsey/Academic Coordinator will become the point person for hiring GA's. Need to define procedures for the entire GA hiring/appointing processes. Meeting on Wednesday with Chelsey, Irene, Mimi, Dr. Grimes & Dr. Cortes to discuss processes.
- IV. AACSB Accreditation – ongoing
 - a. Participating Faculty definition – see proposed revisions to document; needed to align with 2020 Standards; how to proceed – faculty vote required to approve
 - a. Need to update “Kelce College of Business Faculty” definitions in Bylaws and AACSB Participating and Supporting Faculty documents to reflect new titles approved by Pitt State
 - b. Reviewed additional changes to document in response to adoption of 2020 standards
 - c. Need to prepare policy on predatory journal publishing and how to report to AACSB

- b. Risk Assessment – next steps; mitigation plans
 - a. Next semester Kelce SPC will meet to review and write up mitigation statements
- c. Societal Impact – next steps; refinement of statement concerning “economic growth and development”
 - a. Task force will be asked to report at Spring faculty meeting

V. Updates

- a. AACR – David Hogard – 69 Kelce undergrads are graduating in December; 5 new transfer enrollments attended CARES yesterday; 533 undergraduate students pre-enrolled for spring 2022; only 65 students who are currently enrolled that haven’t enrolled for spring semester
- b. DOBE – Lynn Murray – Center for Management Development meeting in Wichita last week went well; looking at dates for Women at Work luncheon; state FBLA is in Topeka at the end of March; recruitment event at Galena High School last Friday – talked about business as a career to groups of interested students
- c. KGSB – Din Cortes – France sabbatical won’t begin until March; will plan to teach PSU’s IB graduate course face-to-face, and finish online; Graduate Council met last week – reported on PMBA; all PMBA instructors were approved to teach additional courses; MPAcc program - confusion about what specific courses students need to take for degree
- d. KUSB – Steve Horner – working on faculty qualifications – these will need to go out to faculty electronically via Adobe Sign; some faculty are requesting tutors for their courses – Dr. Horner will explore; promotion dossiers are progressing to university committee – supplemental materials returned to candidates; discussed vacating Dr. Baack’s office – he will have access at least through the spring semester
- e. ADMIN – Mimi Morrison – Provost approved new GA – funded by PMBA; Kelce Holiday party on 12/6/21

VI. Old Business

- a. Future Course Schedules – mini retreat on Friday, 12/03

VII. New Business

- a. Spring 2022 Faculty Meeting will be held on January 21 at 3pm in the Kelce auditorium. Dr. Grimes will advise faculty of date and time for meeting.

Dates to Remember:

- Fall break, 11/22 and 11/23
- Thanksgiving break, 11/24, 11/25, 11/26
- Kelce Holiday Celebration, 12/06
- Final exam week begins, 12/06
- Fall Commencement, 12/10