

**Kelce College of Business
Chairs Meeting
January 9, 2008**

Present: Dr. Richard Dearth, Dr. Dindo Cortes, Ms. Rebecca Casey, Dr. Eric Harris, Dr. Felix Dreher, Mrs. Mimi Morrison.

Updates:

Leadership Council

1. Voluntary System of Accountability was distributed along with a copy of the VSA preliminary template for the University of Kansas. The time line goes out 3 years. Will be used so that universities will have the same format (template) for their web-sites. Preliminary version that hasn't been mandated at this time, but probably will be. Will be great for accreditation and program reviews. This is not program specific, but is university wide. Larger more prominent universities don't like this system. (other: Petersons.com)
2. Funding for faculty computers - Last year each college was given a set amount of funding for faculty computers. This year Dr. Scott wants computer purchases to be need-based. We should have a 3-4 year replacement schedule, for faculty use and one that favors lap-top computers (with docking stations, monitors and mouse). Dr. Dreher stated that there are difficulties with some faculty not having desk top systems. Dr. Dreher also suggested that we will need to have at least 2 GB of memory and possibly purchase higher speed disk drives.
 - a. Dr. Dearth asked Chairs to take the computer list prepared by Chris Fleury to their departments and double-check to make sure everything is correct for their departments. Dr. Dearth needs information on computers and needs by next week. Software/statistical packages can be included on the wish list to Dr. Dearth.
 - b. Last year the College of Business received \$17,000. Requests for computers, etc. should not exceed that amount. .
3. Graduate Student Exchange Program. This is a revision to the program and will not involve the College of Business much. Ms. Casey asked about waiving prerequisites within this program and that there have been many problems with doing this.
4. SPEAK Test Alert. The Board of Regents has a policy that if anyone is going to be in the classroom as a teacher or TGA they have to pass this test. This test is taken by anyone whose first language isn't English. SPEAK test used to be associated with the TOEFL exam. The SPEAK test is being discontinued. Our versions of the SPEAK test no longer have much validity or security. Hopefully, the BOR will provide a substitute soon. The Language Proficiency forms which are required for all faculty and graduate students will be under more scrutiny in the future.
5. Brand Identity Standards Manual. This is the first draft version of the manual for PSU. There is some concern over the protection of our logos, word marks,

seals, etc. This issue has been controversial among committee members. Discussion followed.

6. Apps R Us. Program that students fill in the once and will populate everything else in the system for students. This will be available for graduate and some international students very soon. The Bachelor's degree program students will not have access to this for a while.
7. Kaufman Summer Institute. Has been applied for again – last summer there were some 6th, 7th & 9th graders involved. Will do it again at PSU this summer again. Students from inner-cities were brought to PSU to orient them to campus life. Kaufman pays 70% of the cost and PSU pays 30% of the cost for younger students, and vice versa for high school students.
8. Final Exam Schedule for Spring 2008. The tentative final exam schedule for spring was distributed – there are some changes to this from previous semesters. There is a time for all College Algebra students to take their test and a common make-up exam time at 3:00 on Friday of exam week.
9. Spanish Across the Curriculum. Generated from the technology school – hoping that everyone who graduates with a degree from the College of Technology will have taken six hours of Spanish and may expand beyond that. They will probably hire their own “technical” Spanish teachers. Other colleges have been asked to participate in the program if they wish.

President's Council

1. Band Uniform Design. There has been quite a lot of discussion about new band uniforms.
2. List of those who need to update Gorilla Card. List of faculty and staff who need to update their Gorilla Cards will be distributed to departments.
3. Who owns the Website? University Marketing is the owner of the PSU website. 2 OIS employees will transfer to University Marketing.
4. Columbarium. This will become a reality at PSU and will probably be located near Timmons Chapel.

Misc. Items:

- Dr. Dearth has spoken with Pat Cantrell. She will be coming to PSU from 1/22 – 1/24 to help with concerns regarding accreditation. Dr. Dearth will have information available for her to look at while she is here, but wants suggestions on how to utilize her time most efficiently while she is here. She will meet with Chairs and wants to meet with individuals on special committees, or anyone who would like to meet with her. She will be driving from Conway, Arkansas.
- PSU Phonathon – Faculty calling begins on February 3 and ends on Feb. 6. Chairs are encouraged to ask faculty to participate.
- Business & Economic Review – Dr. Dearth distributed a copy of this review as an example of what he receives every day from several universities. These highlight programs and faculty, as well as short articles. Dr. Dearth would like to possibly

discontinue the College of Business newsletter that is published yearly. The foundation will disseminate an electronic version of a newsletter once a year for the College. Dr. Dearth has suggested that we might want to publish one of these type of “reviews” as an avenue for faculty to publish.

Departmental Concerns:

1. Accounting – Chris Hines needs software that would cost around \$2,300 to have installed in the lab to be used in his class (Microsoft Office Accounting). Dr. Dearth asked Ms. Casey to give him details.
2. A representative from Kansas City Audio Visual will be on campus on Friday.

College of Business Discussion Items:

1. Assessment Data
2. Searches
 1. Management and Marketing – Milwaukee candidate will let Dr. Harris know by January 10th if he is still interested in coming to PSU. If this doesn't work out with this candidate then Dr. Harris is planning to recruit at the AMA conference.
 2. Accounting – currently searching for a full time accounting professor.
 3. Economics – A new position has been allocated for a full time lecturer.
 4. Discussion of Office Space Available for new hires. The Chairs and the Dean discussed possible locations for faculty offices.
3. Meeting with Administrative Assistants – Dr. Dearth has been approached by one of the Administrative Assistants in the building to schedule a meeting with all of the office staff in Kelce. Dr. Dearth would like input from Chairs on whether this is necessary or not, or if they should meet with Mimi at some point. It was decided that Mimi will meet with the office staff and take them to lunch at some point.
4. Improvements to Kelce Center – Dr. Dearth has received a promise from the VP for some improvements to Kelce – specifically new office furniture in the Dean's office.
5. Dates of Interest - The following are dates of interest for Chairs
 1. Part-Time Requests to VPAA by 1/31
 2. Part-time allocations to VPAA by 2/15
 3. Junior Jungle Day – March 8
 4. Spring Break – March 17-21
 5. Kelce O/S and Scholars Reception – April 7 – 3:30 pm
 6. Graduate Banquet- April 23
 7. Kelce Banquet – April 28
6. Opening Faculty Meeting – will be held on January 16 at 10:00 am in 112 Kelce. The following items may be on the agenda.
 1. Youngman – amount and new rules.
 2. Summer School – must comply with the new start-times/days
 3. Program Review – Faculty preparation

4. Lab Hours – these may change for the spring semester to be open until 10:00 pm.
5. Ad Hoc Committees: Dr. Dearth wants names of faculty to fill the following ad hoc committees.
 - i. Mini MBA
 - ii. BBA Experience
 - iii. International Experience
 - iv. Student Responsibility Code