

**Kelce College of Business
Chair's Meeting Minutes
April 30, 2008, 2:00 p.m.**

Present: Ms. Becky Casey, Dr. Dean Cortes, Dr. Richard Dearth, Dr. Felix Dreher, Dr. Richard Dearth.

1. Updates

a. Master Planning

1. Student Health Center – students have approved a fee increase and this building will be the next to be built on campus.
2. Student Recreation Center – the move in date is at the end of this spring semester. The actual opening date for recreational use will be sometime in the fall. Faculty/staff will be charged a fee (\$50) to use the facility each semester. There will be no spouse or family privileges to use the facility.

b. President's Council

1. Crisis Management Plan – a draft copy was distributed for chairs to review.
2. Password changes – a Mr. Bulk-E was sent telling faculty/staff to change passwords every six months. There will need to be a set policy going forward regarding changing passwords.
3. Enrollment numbers – early enrollment #'s for summer have been distributed and projections for fall enrollment are up significantly.
4. Summer School Projections worksheet was distributed for review. There are a lot of inaccuracies in this specific report. A new more accurate report will be distributed at a later date.

c. Kansas Board of Regents

1. PSU's Performance Agreement is currently being reviewed by the Board of Regents.

d. The "Writing Assessment at PSU" handout was discussed. It is hopeful that this project can be expanded to include senior level papers from College of Business courses. Dr. Dearth asked Chairs to get as many papers to review as possible from students in their department capstone courses. These will be reviewed by the English Department.

2. Discussion items

- a. Honors College proposal as outlined by Dr. Ivy was discussed. A new component to this will add a study abroad trip.
- b. Duplication and selling of course packs that include copyrighted materials. There have been concerns of teaching faculty using information from copyrighted materials for which they have not been given permission. A memo from Greg Kramp at Pearson Publisher was distributed. Bob Walter at Axe Library can answer questions regarding this process.
- c. GTA/GA appointment process – On-line procedure for appointing GA's will be available in June. The College of Business will continue to use the old (paper) procedure for appointments made this spring for next academic year.
- d. Program Review – deadline is this Thursday, May 1. Dr. Dearth will need copies of Program Review for each department as they are submitted to the Office of Planning, Analysis and Assessment (Bob Wilkinson). Dr. Dearth will be attending each departmental program review meeting.
- e. Banquet Feedback. The banquet turned out well with the exception of some of the seating choices for those not assigned to specific tables. Dr. Dearth

posed the question to the Chairs as to how to address recognizing the Outstanding Seniors and Kelce Scholars rather than doing a separate reception. There was discussion on including those students at the banquet, or just recognizing the Outstanding Seniors at the banquet and sending a letter with the certificate to the Kelce Scholars. Students have been highly encouraged to send thank you notes to their scholarship donors.

- f. Display Cases for each department are nearly complete.
 - g. Beta Gamma Sigma ceremony will be on May 16 at 3:00 p.m. David Carpenter will be the honored guest at the ceremony.
 - h. Clarification on Recruitment Support from the AVP. Academic Affairs will assist with Advertising ONLY expenses for tenure track employees.
 - i. AACSB ISSUES. Dr. Dearth is working on a Situational Analysis and Financial Strategy to be submitted to AACSB by July 1. He will have a copy ready for Chairs/Departments to review in the very near future. An Analysis of the Process of Strategic Planning and the Process of Assessment will be the next items to be completed. Exemplary Practices will need to be completed as well. Each department is asked to brainstorm with faculty an executive summary of "exemplary practices" for their department/faculty.
 - j. College Curriculum changes (Proposed)
 - k. Tornado Policy. A copy of Dr. Dearth's memo to Tom Amershek was distributed to Chairs to review. Tom Amershek has given a copy of the memo to Dr. Bryant.
 - l. Master Planning Committee – Kelce building renovations have been moved to be done during next academic years calendar. Dr. Dearth's estimate is that the College of Business will remain in the present building for at least another 5 years. AACSB will probably ask how we'll handle growth over that time if we are using the present facility. Options brought up were to offer more on-line course offerings, to utilize more classroom hours earlier and later during the school day, or assign faculty a 4 course teaching load.
3. Departmental Issues:
- a. Economics: They have had printer cartridges stolen from a cabinet in their office this week. The candidate for the open position has been in contact with Dr. Cortes, and it is hopeful they will be able to hire her.
 - b. Computer Science-Information Systems: Their new display case is nearly ready.
 - c. Accounting: Ms. Casey brought up departments participating in the high school student event in the fall (Opportunities in Business Day). The Accounting Department is definitely going to participate. The day decided on for the College of Business to host the event will be decided on in the near future.
 - d. Management & Marketing:
4. Upcoming events:
- a. Graduate Banquet – April 30
 - b. Deans, Chairs, and Directors – 3pm - May 1 (121 Kelce)**
 - c. Commencement – May 16, Colleges of Education and Technology; May 17, Colleges of Business and Arts & Sciences