

Kelce College of Business  
**Chair's Meeting Minutes**  
Tuesday, March 10, 2009  
2:30 – 4:30

**Present:** Dr. Dean Cortes, Dr. Richard Dearth, Ms. Becky Casey, Dr. Felix Dreher, Dr. Eric Harris, **Guests Present:** Ms. Melinda Roelfs

1. Melinda Roelfs and Eric Harris, representing the Enrollment Management Council, advised the Chairs and Dean about the proposed Enrollment Management Plan and the Demographic Plan Subcommittee of which they are members. The Subcommittee will put together a report from the input received from each College to give to Dr. Ivy in April which will become a part of the "Enrollment Management Plan".
  - a. Questions set up by this subcommittee were distributed before the meeting and were discussed:
    - i. Changes in demographics of undergraduate students?
    - ii. Recruitment and retention efforts – Admissions is going to be communicating and asking for more input from campus departments
    - iii. Realistic/ideal enrollment goals for undergraduate and graduate students?
    - iv. High schools / geographic areas that are good feeders for programs in the College of Business?
    - v. What can be done to better serve transfer students? (suggestions were to make students and counselors at community colleges aware of transfer equivalency guides before they come to PSU, update course transfer information on web pages)
  
2. Discussion items:
  - a. Kelce College of Business Reorganization – CSIS. Dr. Dearth asked Chairs for input on reorganizing the College and eliminating/integrating the CSIS department and their courses into other departments within the College of Business and the College of Technology. Each department has a stake in the reorganization and it will affect everyone in the College.
    - i. Dr. Dreher spoke about the history of computer science and information systems at PSU and where those programs are based at other schools. Historically CS could have been merged with Math or Physics, and IS with Management, Economics, or Accounting departments. If the two programs were to split there would more than likely be duplication of courses.
    - ii. A plan for reorganization of the college into 3 departments has to be developed by May 31 according to a mandate by the Provost.
    - iii. Dr. Dearth asked for input from Chairs.
      1. Discussion was held on the following:
        - a. How would IS fit into the Accounting Department and the internal auditing program

2. How could each of the remaining 3 departments take a part of the CSIS programs
  3. What if CSIS were moved to the College of Technology entirely.
  - iv. Dr. Dearth asked each Chair to give him a report by April 1 of what they believe the College of Business should look like with only 3 departments – this should include faculty input.
  - v. Dr. Dearth is developing a report of what 12 peer schools are doing with their CSIS programs. This information will be shared with each department.
- b. LiveText- Develop an action plan to implement the use of LiveText as an assessment tool. Dr. Dearth is recommending using LiveText in those courses which are currently being assessed and will be required to be purchased by students in those classes. Students will also be evaluated in those courses based on using LiveText assessment . Discussion points:
- i. Establish matrix and rubrics in classes where assessment takes place.
  - ii. Decide which courses should be assessed
  - iii. Decide which students to assess
  - iv. Use Angel to assess
- c. Strategic Planning and Assessment Committee Meeting on Thursday at 3:15 p.m. to discuss LiveText assessment program. Mission statement will be discussed.
- d. Kelce Board of Advisors Meeting Agenda
- i. Develop program to identify prospects for the College of Business and share with the Board for input
  - ii. Development plan for the College of Business (new building, scholarships, etc.)
  - iii. Possibly discuss and give input on reorganization of CSIS
- e. Kelce Summer Renovations – windows bids go out after spring break; bids are out now for roof and condenser units and partial roof over MGMKT. Bathroom renovations will not be bid as an alternate at this point It is expected that the bathrooms will be renovated but perhaps that may be delayed. There may be a day or two disruption in classes due to planned renovations. Roof and a/c units may also cause some interruption in classes.
- f. Review Fall Schedules – discussion followed on the proposed fall schedule of classes
- g. Changes by Assessment – Dr. Dearth needs this information for a report for this year to submit to the Analysis Planning and Assessment office. This information will be due to Dr. Dearth by April 15.
- h. Building Passes were discussed.
- i. Travel Requests – Must be prepared before the trip and technically before any money is expended.

3. Departmental Concerns:
  - a. CSIS – approval for ordering equipment out of Student Tech Fees account.
  - b. Econ – Dr. Cortes will be gone to Taiwan from 3/15-3/25.
  - c. Mgmt – Faculty objectives are due back to faculty March 15.
  
4. Old Business:
  - a. Youngman – Funded @ 65% of 1/9
  - b. NWACC visit in the near future
  - c. Common Syllabi for next semester
  - d. Website Updates
  - e. Kelce Banquet – Need MC (Jaime Walker)
  - f. Newsletter
  - g. Storm and Evacuation Plan – give Dr. Dearth feedback as soon as possible.
  
5. Upcoming events:
  - a. New Faculty Orientation - March 24 - 3:00 p.m. – 4:30 p.m. and repeated March 25 from 3:00 to 4:30 pm.
  - b. Approval of Faculty Objectives - March 15th
  - c. Board of Advisors meeting – April 20
  - d. Brandenburg Series (John Lowe) – April 20, 3:30pm (McCray)
  - e. College of Business Banquet – April 20 (OSC) , 6:00 pm

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Richard Dearth, Dean  
Kelce College of Business