

**Kelce College of Business  
Chair's Meeting Minutes  
Thursday, April 7, 2011; 8:30 - 10:30 a.m.**

**Present:** Ms. Rebecca Casey, Dr. Bienvenido Cortes, Dean Richard Dearth, Dr. Eric Harris

**1. Updates from President's Council**

- a. Immigration issues – CPT
  - 1. Discussion on international students CPT's and Tri-Valley College in California
  - 2. Mr. Olcese, PSU Director of International Programs, has requested to have conversations with all individuals at PSU who make decisions about CPT's.
  - 3. Dean Dearth urged Chairs not to sign CPT's unless the Chair feels very comfortable with the fact that the internship is legitimate and that all college guidelines have been followed.
- b. Legislature – Budget
  - 1. Distributed chart that compares the Kansas House and Senate versions of various issues in the legislature as of 3/31/11. These issues change frequently and the information contained on the chart is not completely correct. An update is expected next week.
- c. Proposed Academic Calendar – was distributed as approved by the President's Council. Some discussion about the calendar was entertained but there is probably no room for changes at this time.
- d. Phonathon Report
  - 1. Report was distributed and discussed.
  - 2. The information appears to be somewhat inaccurate. Chairs were urged to review the report and to report any inaccuracies to the Dean.
- e. Property Purchase
  - 1. PSU is planning to purchase property on Ford across from the Alumni Center for ancillary parking for the Alumni Center
- f. Summer Marketing
  - 1. Summer Session Marketing Overview (ad campaign) was distributed and discussed. The Dean has suggested that the matter concerning three credit hours be corrected.
- g. Angel- Capacity Issues
  - 1. An e-mail was sent out letting faculty know that Angel is over capacity
  - 2. OIS has addressed this issue by purchasing additional storage capacity as a short-term fix for the problem
  - 3. There is LOR space on Angel. Information on this space stays in this area forever and there are no space limitations in this area. Chairs are asked to encourage faculty to use the LOR area for storage and not to continue to create material for each course. A link can be provided from the LOR for faculty use.
- h. University Comprehensive Plan
  - 1. The new University Comprehensive Plan is not yet official – will be finalized in the fall. The plans under consideration may include an expansion for the College of Business but no new building. Nothing is final yet.
- i. Midwest Student Exchange
  - 1. This is a program where students can come to PSU for 150% of in-state tuition and PSU can send students to other universities within the US who are participating in this student exchange.

2. KBOR is considering expanded participation in this program so long as it can be demonstrated that Kansas students will not be displaced. The Chair of KBOR is requesting additional information before approval.

## **2. Updates from Provost's Council**

- a. Approving substitutions in general education basic skills
  1. This issue has become controversial at PSU
  2. English, Math and Communications general education substitutions now have to be approved by those Department Chairs rather than the Deans. This is a departure from past practice.
  3. Also the issue of substitutions of general education courses in other areas is now in question.
  4. The Academic Deans have been asked to make recommendations to the Provost on this issue.
- b. Tuition Committee proposal
  1. Will be proposing 1 % increase in tuition and fee-based support of assessment including LiveText. The proposal will be submitted April 15.
- c. Continuing, non-tenure appointment letters
  1. Temporary appointments will require 1 year notice instead of 6 months notice if being terminated.
  2. Dean Dearth suggested Chairs review the temporary appointments in the COB and make recommendations for changes to permanent appointments (Full-Time Instructors if the Chair feels it would be appropriate. Chairs are asked to give information to the Dean to carry forward to the Provost if there is a wish to change appointments.
- d. Pending UG graduates who have not applied for Graduation
  1. List was distributed for information purposes. Students must apply for graduation by the deadline in order to be included in the Graduation Program.
- e. 2010-2011 Performance Appraisal of Faculty
  1. Breakdown was given to Chairs for informational purposes. It was noted that the College of Business tends to award a greater percentage of Exceptional rating than any other college.
- f. Fingerprint fee
  1. An e-mail from University Police regarding Fingerprint Services was distributed.
  2. There will now be a \$5 charge for this service through University Police
- g. Transfer and Articulation Task Force
  1. There is a state-wide task force that is working on creating a smoother transfer and articulation program between Kansas colleges/universities. Chairs should be concerned about the transfer of upper division courses to the College of Business because of AACSB accreditation issues.
- h. Dead Week Policy
  1. A strengthened Student Government proposal on Dead Week Policy was discussed by the Faculty Senate.
  2. The policy in essence provides that nothing that hasn't been assigned ahead of time should be allowed unless it is a project or presentation that is due that week in lieu of the final exam. This policy will be further discussed by the faculty senate.
- i. Information about Discussions at the Departmental Level with PreK and K-12 about preparedness

1. KBOR has asked universities to prepare this type of report.
  2. This will involve more participation at the departmental level.
- j. Overload Policy
1. The proposed new policy didn't pass and is still being reviewed. Students can still enroll in up to 21 hours without permission. The Dean can approve an overload for anything over 21.

### 3. Departmental Issues

- a. ECON – Dr. Cortes
  1. Are still looking for students who want to participate in the International Experience trip to Taiwan this summer
- b. MGMKT – Dr. Harris
  1. There are some glitches on GUS regarding the MGMKT 310 prerequisites. These have been repaired.
- c. ACIS – Ms. Casey
  1. Nothing to report

### 4. Discussion items

- a. Interdisciplinary/multidisciplinary course and program inventory
  1. Chairs will be given a chart asking for interdisciplinary/multidisciplinary course and program inventory information as was discussed in the Deans, Chairs and Directors meeting. It is hoped that a definition will be supplied for the courses of interest.
- b. Faculty Awards
  1. The Dean asked Chairs to make sure awardees are present at the banquet.
- c. Graduate Students Departmental awards nominations due April 13<sup>th</sup> to Continuing and Graduate Studies
  1. Dean Dearth will be attending the banquet and presenting awards for the COB. Chairs were urged to nominate students for these awards.
- d. Report on Junior Jungle Day
  1. Dean Dearth reported that there was good attendance on April 2 at Junior Jungle Day
  2. List of those students wishing to be contacted was distributed to Chairs.
  3. A complete list of students attending will be distributed from Admissions
- e. GTA Budget – Budget for GTA's was discussed.
- f. President/Provost Faculty on Friday – All COB faculty are expected to attend unless excused by the Dean.
- g. Business Instructional Equipment Fee account
  1. Need recommendations on expenditures to use up this funding by the end of the fiscal year.
    1. 207 panel projector needs to be upgraded (?)
    2. Computer will be purchased for use by Student Organizations only in the lab
    3. New computer for the lab assistant in the Kelce Computer Lab has been ordered
- h. Hallway wood trim canceled
  1. Work order was originally submitted in October – order was canceled by Dean Dearth
- i. Business College View Book

1. Information for this project has been submitted and it will be completed before Dean Dearth retires

**5. Upcoming events:**

- a. Meritorious Achievement Award winner – April 13 (Bill Neighbors)
- b. Tuition Committee presentation – April 15 @ 2pm
- c. KBOR Meetings – April 20-21; May 18-19; June 15-16
- d. IT Council – April 21
- e. Faculty Senate – April 25, May 9
- f. College of Business Banquet – April 25
- g. Graduate Banquet – April 27
- h. Spring commencements:     May 13:     COB – 6pm   CAS – 8pm  
  May 14:     COT – 9am   COE – 11am

The meeting dismissed at 10:15 a.m.

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Richard C. Dearth, Dean

April 7, 2011