

**Pittsburg State University**  
**Kelce College of Business**  
**W/F 2009 Faculty Meeting Agenda**  
**August 21, 2009, 9:00 am**  
**Room 112 Kelce Center**

**PRESENT:** Dr. Richard Dearth, Ms. Susan Dellasega, Ms. Robyn Hess, Ms. Mimi Morrison Blake Bard;  
**Accounting:** Ms. Becky Casey, Dr. Jack Fay, Dr. Becky Heath, Dr. David O'Bryan, Ms. Mary Polfer, Dr. Melvin Roush, Ms. Mary Scimeca, Ms. Gail Yarick; **CSIS:** Dr. Kailash Chandra, Dr. Felix Dreher, Dr. James Harris, Dr. Wei Sha, Mr. Dwight Strong; **ECON:** Dr. Kevin Bracker, Dr. Dean Cortes, Dr. Chuck Fischer, Ms. June Freund, Dr. Anil Lal, Mr. Michael McKinnis, Dr. Michael Muoghalu, Dr. Connie Shum, Dr. Ken Smith; **MGMKT:** Dr. Mujtaba Ahsan, Dr. Don Baack, Dr. Thomas Box, Dr. Henry Crouch, Dr. Linden Dalecki, Dr. Art Fischer, Dr. Eric Harris, Dr. Choong Lee, Dr. Kristen Maceli, Dr. Lynn Murray, Ms. Paula Palmer, Ms. Shipra Paul, Dr. Jay van Wyk, Ms. Mary Wachter.

**ABSENT:** Dr. Maeve Cummings (sabbatical), Dr. Chris Fogliasso (sick), Mr. Chris Fleury (excused).

1. Welcome- Dean Dearth welcomed faculty to the fall semester
2. Updates-
  - a. Introduce Dr. Kristen Maceli as a full time Assistant Professor - Dr. Eric Harris
  - b. Introduce Ms. Gail Yarick as full-time Instructor – Ms. Casey
  - c. Introduce Susan Dellasega - Instructional Technology Consultant
  - d. Update on Mini-MBA Program and Lean Six-Sigma - Dr. Box announced that the Mini-MBA Program began in the spring 2009 and was successful. Both programs for the fall do not have enough enrollees so the courses will not meet. Asked faculty for input on courses that might be attractive to business/community people in the future.
  - e. Update on Jungle Journey Program – Dr. Lynn Murray
    - i. New professional development program for students
      1. Bridge from College to Career transition
      2. encourages students to be more engaged earlier in their job search
      3. provides students with a documented competitive advantage,
      4. helping to improve student polish, professionalism
    - ii. Guiding Principles in developing the community were
      1. Learning community (ANGEL)
      2. Skills – building, practice, reflection
    - iii. Customizable by degree program
    - iv. Career exploration
    - v. Faculty Driven
    - vi. Structured Program: 4 legs
      1. Core
        - i. Marketing Me
        - ii. Workshops
      2. Search : Basic job search skills
      3. Experience – work & leadership
      4. Enrich
        - i. Cultural activities to provide polish
    - vii. Desired outcomes
      1. Improved student job prospects
      2. Increased student satisfaction
      3. Increased self-efficacy in student job search
      4. Improved classroom performance (engagement)

- 5. Increased polish
  - viii. Faculty Opportunities
    - 1. Marketing Me workshops
    - 2. Internship & Graduate School workshops
    - 3. Other as developed
    - 4. Give input to Dr. Murray
  - f. Update on Homecoming – Ms. Robyn Hess (10/24/09)
    - i. COB will host another tent closer to the heart of Gorilla Village this year. It will be an informal meet and greet time. Will need assistance from faculty, staff and students to “man” the tent. Will hand out miniature Frisbees, and will have a life size cut out of GUS that people can pose with and get a picture.
  - g. Update on College Promotional Video – Dr. Linden Dalecki
    - i. Promotional video was shown to faculty – currently negotiating with the Marketing Director of PSU to be able to post it on the PSU web site.
  - h. Update on Educational Technology – Susan Dellasega
    - i. Position helps faculty with Angel and will assist with other concerns
    - ii. Please call her to let her know if equipment in classrooms is not working correctly
    - iii. Will be working on a total overhaul of the PSU COB web pages and will be meeting with each department chair to work out issues.
    - iv. Contact Susan if there is a need to schedule the Kelce Computer Lab.
  - i. Update from College of Business Major Gift Officer – Blake Bard
    - i. Current progress of university campaign (\$120 million dollar campaign) will end this year. Are currently over \$100 million.
    - ii. FY 2009 COB fundraising increased \$10,000
    - iii. There are several scholarship donations for new scholarships pending
    - iv. Fundraising for new COB building – there will be some concentrated efforts focused toward this in the near future.
    - v. Blake will be trying to meet one-on-one with COB faculty as time permits this semester to answer questions, etc.
  - j. Update from Coordinator of Academic Advising – Ms. Robyn Hess
    - i. Academic Advising office advises and enrolls students who have not yet been admitted to the COB. Students will be required to sign a “Student Code of Ethics” requirement starting this September. She explained criteria required for admission and explained what tasks the Academic Advising office performs (prerequisite checks, meet with prospective students, send prospective students information as requested, and provide literature for informational purposes).
    - ii. 1-2-1 Program was explained
3. College Committee Appointments
- a. Dean Appointed Committees
    - iii. Technology Committee
      - 1. Dr. Cummings – Chair
      - 2. Ms. Freund
      - 3. Dr. Lee
      - 4. Dr. O’Bryan
      - 5. Mrs. Dellasega – ad hoc
      - 6. Mr. Fleury- ad hoc
    - iv. College Promotion –At large member elected from the College Faculty – there are four people eligible for promotion in the COB. Dr. Art Fischer will be the at-large member.
    - v. Faculty Development
      - 1. Dr. Crouch - Chair
      - 2. Dr. Lal
    - vi. Strategic Planning

1. Richard Dearth, Dean – Chair
  2. All chairs
  3. Dr. Dalecki
  4. Dr. Muoghalu
  5. Mrs. Paul
  6. Mrs. Polfer
  - vii. International Business
    1. Dr. Jay VanWyk – Chair
    2. Dr. Chandra
    3. Dr. Cortes
    4. Dr. Lee
    5. Dr. Muoghalu
    6. Dr. O’Bryan
  - viii. Writing Improvement and Assessment Ad Hoc Committee
    1. AACSB suggested that we have greater emphasis focused on writing improvement and assessment. Dr. Dearth will be appointing an ad hoc committee in the near future.
  - b. Departmental Appointments to College Committees
    - i. Assessment – No new appointments needed
    - ii. MBA/PAC
    - iii. Promotion
    - iv. Reinstatement
    - v. Undergraduate Curriculum
4. Reminders:
- a. Faculty Office Hours – all faculty must have 10 hours of office hours posted when faculty are supposed to be available to students.
  - b. Alcohol & Drug Abuse Policy – a hard copy of this mandatory policy was distributed to faculty.
  - c. Youngman Grant Reports are due by October 31
5. Kelce Student Organization Sponsors – faculty are asked to let Dr. Dearth know if this list is not correct:
- a. MBA Association – Dr. Muoghalu
  - b. SIFE – Ms. Hess
  - c. Marketing Association- Mrs. Paul
  - d. Finance Club - Dr. Bracker, Dr. Shum, Dr. Muoghalu
  - e. Beta Alpha PSI – Mrs. Casey
  - f. Institute of Management Accountants Student Chapter – Dr. Roush
  - g. Institute of Internal Auditors Student Chapter – Dr. Heath
  - h. Association of Certified Fraud Examiners Student Chapter – Dr. O’Bryan
  - i. Association for Computing Machinery – Dr. Harris
  - j. Omicron Delta Epsilon - Ms. Freund, Mr. McKinnis.
  - k. Young Entrepreneurs Association – Dr. Ahsan
6. Discussion of AACSB Issues-
- a. Common Syllabus- if syllabi are organized the same it is simpler and easier for AACSB
    - i. Include whether ethical decision making is taught on the syllabus
    - ii. Goals and objectives for the course should be clearly stated in the syllabus
    - iii. Recommendation from the new President is that all syllabi are published in Angel rather than copying for each student
  - b. Updated Vitae - should be sent to Dean each semester
  - c. Hard copy of publications - should be submitted to the Dean’s office

- d. Approval of New Mission Statement – was distributed to faculty earlier in the summer. Motion made and seconded to adopt the New Mission Statement. Motion passed unanimously.
  - e. Approval of New Strategic Plan - Motion made, 2<sup>nd</sup> and passed unanimously to approve the new strategic plan.
  - f. Assessment Software – will be necessary in order to fulfill AACSB requirements. Currently proposed to the President’s Council is the adoption of LiveText. The College of Business will have to get its own assessment software if it is not adopted university-wide.
  - g. Approval of New PQ standard – The AACSB Team suggested that we should revise our PQ standards. Revisions encourage PQ faculty authorship. Motion made, and second to approve the new PQ standard. After discussion, motion passed.
  - h. Approval of Code of Student Conduct- Motion was made and seconded that the Code be adopted and included on the syllabus and upon admission to the College of Business.
  - i. Curriculum Review should begin as soon as possible by Undergraduate Curriculum Committee and the MBA PAC.
7. Other Discussion Items-
- a. FY 2010 Budget Issues-
    - a. Presidential web-site includes a whole discussion of what has transpired as far as budget issues
    - b. COB has reduced OOE funds, lost student tech funds (only 15% of FY 2009 amount), and vacant positions were not filled
  - b. Swine Flu issues. There will be meetings in the next several weeks about how a potential pandemic would be handled in the mean time additional hand sanitizers have been placed in the classrooms. They are already available in the computer lab and all restrooms.
  - c. Promotions and Tenure eligibility – Dr. Sha and Dr. Heath will be eligible this year
  - d. Departmental Committees should be formed and guidelines available.
  - e. Kelce Center upgrades that occurred during SU 2009:
    - i. Roof replaced over Management & Marketing and over Room 224 and CSIS offices.
    - ii. VAC systems replaced over all second floor classrooms and the Management and Marketing and Economics/Finance offices.
  - e. Kelce upgrades to occur in the WF 2009 over Fall/Christmas break
    - i. All windows and exterior doors will be replaced – All classrooms and all offices with windows will be affected. Faculty will probably be asked to vacate their offices when demolition occurs.
    - ii. All restrooms will be renovated. Hot water in men’s room is still a possibility.
  - f. Other issues:
    - a. The provost announced that there would be no CS major offered or supported in the COB after the WF 2011 semester.
    - b. The CSIS department will cease to be a department by fall 2011. Two faculty will move to the KTC and the rest of the faculty will be integrated into the Accounting Department Information Systems area. A faculty task force will be established within the COB.
    - c. Ms. Casey, Dr. Owings, Dr. Dearth and Mr. Bard traveled to Houston to visit Mr. John Lowe at ConocoPhillips. An endowed scholarship of \$100,000 was given last spring from the Lowe’s in Dr. Guy Owings name.
    - d. Executive on Campus – Bob Herman. Chairs will be contacting faculty about interacting with Mr. Herman that day.
8. Faculty Concerns/Questions
- An Anonymous donor gave PSU \$50,000 for scholarships for the fall semester. \$20,000 was earmarked for the COB. All students have been contacted, and as students are submitting thank you notes, the funds are being transferred into their accounts.
  - Syllabus issues – if it does not work for faculty to post syllabi on Angel, faculty should do what works best for them.

9. Upcoming events:
  - a. August 24, 2009 – Classes begin
  - b. August 28-29 – MBA Experience
  - c. September 12, 2009 – Arrowhead Classic
  - d. September 14, 2009 – Meet the Firms Day
  - e. September 17, 2009 – Chamber Coffee with SIFE hosting
  - f. September 19, 2009 – Rumble in the Jungle
  - g. September 24, 2009 - Business & Industry Career Expo
  - h. October 10, 2009 – Rumble in the Jungle
  - i. October 15 and October 16, 2009 – Fall Break
  - j. October 23, 2009 – Scott Inauguration (Dr. Cortes on Committee)
  - k. November 3, 2009 – Opportunities in Business Day
  - l. November 26-27 – Thanksgiving Recess
10. Lunch (convene to room 121)

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Richard C. Dearth, Dean