The convocation was called to order at 8:30 a.m. by Dean Garrey Carruthers.

Welcome and Introductions
Dean Carruthers introduced Minerva Rivera who will be joining the office of the Vice President for Economic Development with responsibilities for auditing and some financial issues. He also noted that Pookie Sautter is the new department head for Marketing.

Announcements and Updates
Dean Carruthers announced the selection of Mary Jo Billiot as the college’s recipient of the Donald Roush Award for teaching excellence. The award will be presented at Tuesday’s university convocation.

A restructuring of NMSU’s peer institutions is currently under discussion around the campus. The new list of peers focuses more on institutions within our market area and deletes some of the eastern most institutions on the existing list. Of the new group of peers, the US News and World Reports rankings place UTEP and NMSU in the fourth tier, UN-Reno is unranked and all other institutions are ranked above the fourth tier.

Dean Carruthers acknowledged the work of the Faculty Council in making recommendations concerning shared governance and noted that he and Kathy Brook would draft a section of the policy manual to better define the selection process for filling department head positions. He will be looking to the college’s committees to be very active in addressing issues and promoting required changes.

Dean Carruthers reported on the various elements composing the Domenici Project: (1) All of Senator Domenici’s papers have been donated to the NMSU Library and NMSU will be involved in closing his six local offices as well as his DC office. (2) The Domenici Building will house his papers and a replica of his DC office on the top floor, Arrowhead Center on the second floor, and the stock trading room, an auditorium and a museum area on the first floor. Outside will be the Nancy Domenici Tranquility Garden with an amphitheater. To support construction of the building, $40 million is being requested from Congress. (3) The Domenici conference will be held in August 2008, with papers to be published by NMSU Press. Both scholars and political leaders are expected to participate in the conference. (4) Ultimately, there will be a Domenici Institute for Public Policy. Dean Carruthers will chair the Domenici Legacy Committee, which will be cochaired by Senator Bingaman, Representative Lujan and Governor Richardson. Janet Green is serving on the Program Committee for the conference.

Faculty Panel on Teaching at LANL and WSMR
Phil Benson, John Loveland, Chris Erickson, Janice Black and Bill Smith provided their reactions to teaching at LANL and WSMR in the MBA program. Comments included:

LANL
- Students at LANL are very good, most being experienced employees but a few being new hires; they are very capable, participate in class; and are demanding of the instructor;
- Students appreciate the on-site delivery at their location;
- The biggest negative factor is the long drive;
- Security is also an issue since LANL prefers that the internet not be accessed and that USB drives not be brought into the teaching facility; would it be possible to find an alternative teaching site?
- Teaching in summer is very intensive; some courses will now be spread over the entire summer;
WSMR
- Students are similar to those for whom the MBA was originally designed; that is, many have engineering backgrounds;
- TDY assignments can create significant absences from class and require flexibility on the instructor’s part;
- It is a very diverse group in terms of the types of employers;
- Many of the students are taking the program because the government is paying although they are fairly well advanced in their careers;
- It is important for faculty to come together to discuss how the program differs from the on-campus program;
- There is a lower level of commitment by students at WSMR as compared with LANL;
- Monday holidays create a problem for courses at WSMR;

General/other comments
- It is important to delineate expectations on the part of the faculty at the point of recruitment of the students;
- Some of the best students ever seen and some of the most problematic are in these programs;
- Because the students are working adults, the tone of the classes is different from what it might be on campus and students can often see immediate relevance of the course materials;
- There is concern that we may lose the advantages of on-site delivery as the numbers of students expand;
- Carlsbad students are reported to be happy with the program that started there in the fall semester;
- President Martin is interested in working with the College of Santa Fe in some way;
- It might be possible to consolidate sites, say in Albuquerque.

At the conclusion of the discussion Bobbie Green thanked all who have taught courses at LANL, WSMR and Carlsbad.

Learning Management System Update
Michel Hites provided information on the status of the Learning Management System for the state of New Mexico. The goal of the system is to provide seamless movement through the curriculum from kindergarten through the graduate level. The RFP process has twice been canceled and is now starting over so implementation of the system is likely to be delayed. The RFP, however, does include services for moving existing courses into the new system. Training will be required for all faculty and it is anticipated that the costs of training will be covered by NMSU and by the state. The legacy system will probably not persist beyond 2009 but it will be possible to migrate old materials to the new system. Concerns can be addressed to Michael at hites@nmsu.edu.

University Strategic Planning
Michael Hites also provided an update on the university's strategic planning process. He is in the process of visiting entities across the campus to ensure that departments, colleges and offices understand the process in anticipation of the HLC accreditation visit. The Plan2Plan committee has done a literature review, reviewed the 1997 strategic planning process and found a sample of a flow chart, color coded to identify the timing of activities. The committee is currently engaged in a discussion of NMSU values and is soliciting help from departments and colleges by mid-February. More details can be found at planning.nmsu.edu and questions can be addressed to planning@nmsu.edu.

Bill Smith provided an update on the activities of the college Strategic Planning Committee including distribution of a table detailing the numbers of Business College graduates relative to total university graduates over an extended period as well as the ethnic composition of Business College graduates relative to the university. On both measures the college looks good.
The college Strategic Planning Committee was charged by Dean Carruthers with following up on the values discussion requested by Michael Hites.

**Assessment Panel**

Panelists were Greg Roth, chair of the Assurance of Learning Committee; Rick Adkisson, member of the Graduate Committee; and Sherry Mills representing the accounting assessment process.

In his overview of the assessment of the undergraduate program, Greg Roth described the functional areas as picking goals and the tools with which to conduct the assessment. In referring to the committee’s report to the convocation, he noted that the group had agreed on a common format for presenting results. (The Management Department results on assessment of knowledge of diversity were not included because they had not been provided in the common format.) Greg noted the difficulty of meeting the deadline for reporting for the spring convocation.

For the Graduate Committee, Rick Adkisson noted that the desire for perfection in the assessment process has often been a barrier to progress and that assessment competes for resources with other activities. He then described adoption of a form for evaluating student performance in the BA 590 (formerly BA 502) paper and presentation. Learning objectives have been adopted by the Graduate Committee and each course in the MBA program will have an embedded assignment which will provide assessment data. There is no agreement yet on how the assessment will be done.

For the accounting faculty, Sherry Mills provided a report on learning objectives and curriculum mapping (showing the extent to which each learning objective is covered in individual courses in the program). Assessment tools are course embedded (Harvard case studies, research papers, mini-cases, and exam questions, both essay and multiple choice). Once the assessment program is fully implemented it may be necessary to only assess a learning objective every year or two. Then assessment results are used to drive curriculum change. In her discussion of assessment issues, Sherry discussed the need to develop a communication plan (for both internal and external constituencies) and recommended that the Undergraduate Committee be responsible for development of the learning objectives for the BBA program.

An unresolved question is whether all learning objectives must be assessed for AACSB purposes.

**Campus Safety**

Chief Chavez and Deputy Chief Lopez provided information and demonstrations concerning safety on the NMSU campus. Included were a brief history of the department and a description of the current composition of the department. They provided copies of a flip-guide to emergencies which every faculty and staff member should have handy. The guide should be reviewed several times each year as a refresher.

When dealing with an active shooter, run.

Despite the growth in technology (automated phone systems, email and text messaging) they noted that the best way to communicate in an emergency is often personal contact. Mass emails and phone calls may take an hour or more. That is, there is no instant alert system. In addition it was recommended that we program the NMSU police department into our phones (646-3311) as an alternative to dialing 911 on campus.

**Expectations of Ethical Behavior**

The work of Faculty Council, chaired by David Daniel, in developing a statement of expectations of ethical behavior for faculty, administrators and students was gratefully acknowledged and after some discussion the statement was approved as circulated before the meeting.
Promotion and Tenure Guidelines for the College
As required by the university, the extended Promotion and Tenure Committee (including Chris Erickson, Judy Weisinger, Ben Widner and Carlo Mora) presented guidelines for the college which comply with the recently adopted university guidelines. Ken Martin, chair of the P&T Committee, highlighted some of the changes and noted that departments now need to revise their own guidelines. The proposed guidelines were amended to show that only regularized faculty of college rank would participate in the election of members of the college P&T committee. The document was then approved as amended without opposition.

Ed Scribner has been working on new departmental guidelines for Accounting and Information Systems and volunteered to share the document with the other departments.

Learning Objectives
A motion was approved giving the Undergraduate Committee responsibility for establishing learning objectives for the BBA program and in particular, reviewing the learning objective concerned with integration. The motion was approved without opposition with the understanding that the Undergraduate Committee might collaborate with the Assurance of Learning Committee in this endeavor.

Distance Education Compensation Policy
The Budget, Bylaws and Policy Review Committee was asked at the last convocation to review the distance education compensation policy. They have now done so and approved a policy change calling for a change in compensation for course delivery in the summer at remote sites from 1/9 of the nine month salary to 1/8 of the nine month salary. In addition, they recommend that the remote site differential be paid to all faculty teaching at remote sites, whether in load or out of load and during the summer as well as during the academic year. The recommendations of the committee were approved with some opposition. This new policy will also have to be reviewed by Human Resources.

With respect to over-load courses, a question was raised about whether the opportunity to teach remote classes was shared throughout the college.

Evaluation of the Meeting
The presentation by the NMSU Police Department was very well received. Topics were good and short enough. The meeting provided a good example of shared governance; committee chairs and panelists did a good job.

The meeting was adjourned about 2:45 p.m.

Recorded by Kathy Brook