**College of Business**  
**COLLEGE EXECUTIVE COMMITTEE**  
**December 9, 2009**  
**MINUTES**

**Members:**  
Garrey Carruthers, Chair, Dean and Vice President for Economic Development  
Kathy Brook, Asst Dean for Academics; Kevin Boberg, Asst Dean for Research  
Sylvia Acosta, Asst Dean for Development and Public Relations; Larry Tunnell, Dept Head, ACCT/IS; Rick Adkisson for Tony Popp, Dept Head, ECON/IB/ESTAT; Liz Ellis, Dept Head, FIN; Bonnie Daily, Dept Head, MGT; Pookie Sautter, Dept Head, MKTG; Faculty Council Representative; Janet Green, School of HRTM

Absent: Garrey Carruthers, Kevin Boberg, Sylvia Acosta, Tony Popp, Faculty Council Representative

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| 1 Assessment Update | Sherry Mills provided an update on assessment in the college. She began with the accounting programs, undergraduate and graduate, which have been conducting assessment for the last 4-5 years. At the graduate level, research skills, written communication skills and ethics are the focus of attention for improvements. Students have had the opportunity to take an accounting ethics course recently but will be required to take the course (ACCT 551) beginning in the fall. The requirement is at least partly related to preparation for students to take the CPA exam in Texas.  
At the undergraduate level, written communication skills, critical thinking, and information technology are the focus for improvements.  
For the BBA, the Undergraduate Committee has agreed that a segment of BUSA 111 should include a discussion about properly documenting sources and viewing of an NMSU video on plagiarism to address issues identified in the oral communication assessment in COMM 265.  
Assessment results for the MBA are pending. Potential areas for improvement include writing (especially for international students), oral communications, critical thinking and quantitative skills. These will be reviewed by the Graduate Committee.  
Improvements that might be made in BA 590 include better preparation in other MBA courses for the capstone course, discussion of human subjects research issues, involvement of the faculty committee at an early stage. The possibility of a meeting of the MBA faculty to discuss the coverage of topics in classes leading up to BA 590 has been discussed.  
It was agreed that there will be a faculty forum sometime in the spring after February 15, the deadline for reporting fall assessment results. The purpose will be to provide a summary of where we are on assessment. We will need to establish a portion of the web page for public dissemination of assessment results, especially to students.  
Learning objectives need to be on the syllabi of the courses where the material is covered. So far the Undergraduate Committee has specified that the relevant learning objectives should be listed on the |
syllabi of the courses where the assessment occurs. **Department heads agreed that they would identify appropriate learning objectives for each core course by January 31, 2010. Kathy will send out a reminder about inclusion of learning objectives on syllabi for courses in which assessment is occurring (as required by the Undergraduate Committee). We would like to include the relevant learning objectives in all syllabi.**

### 2. Updates

- **Visit to Los Alamos, Santa Fe and Albuquerque**
  
  MBA Program. Kathy and Pookie reported on the trip to Albuquerque, Santa Fe and Los Alamos with Dean Carruthers. LANL representatives reported being satisfied with the blended model and Sandia appreciates the face-to-face components. Prospects for the future at Sandia seem good as they focus on efficiency. The Sandia representatives were supportive of requiring early completion of prerequisites and would like to have information available on options for completing the prerequisites – for example through online courses from NMSU or courses at CNM.

  LANL asked that we provide information on dealing with weather issues so that students can be notified of changes in plans for classes. The class Blackboard sites can be used to communicate and we can include information on our syllabi and websites about how information will be disseminated. On our end we need to make some improvements in our web site.

- **Microsoft Campus Agreement**

  Kathy discussed the **MS Campus Agreement** and the conditions under which MS software can be installed on home computers under the agreement. Kathy plans to discuss this briefly at the spring convocation. This topic was discussed in the context of a discussion of computer support for faculty and retiree-owned computers.

- **HRTM**

  Janet Green reported that the prospective major donor to **HRTM** has declined to donate to the school.

### 3. Research – K. Boberg

No report.

### 4. Development and Public Relations – S. Acosta

No report.

**Action/follow-up items are in bold.**