College of Business  
COLLEGE EXECUTIVE COMMITTEE  
February 8, 2012  
MINUTES

Members:  
Garrey Carruthers, Chair, Dean and Vice President for Economic Development  
Kathy Brook, Assec Dean for Academics; Kevin Boberg, Assc Dean for Research; Andrea Tawney, Asst Dean for Development and Public Relations; Ed Scribner, Dept Head, ACCT/IS; Rick Adkisson, Dept Head, ECON/IB/ESTAT; Liz Ellis, Dept Head, FIN; Steve Elias, Dept Head, MGT; Pookie Sautter, Dept Head, MKTG; Hari Sankaran, Faculty Council Representative; Janet Green, School of HRTM; Gena Bermudez, assistant to the dean.

Absent: A. Tawney

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<th>Agenda Item</th>
<th>Description and Follow Up</th>
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<td>1. Review of minutes of January 25 and tracking tool</td>
<td>Dean Carruthers will follow up with Becky Carruthers, co-chair of the NM Collegiate Business Articulation Consortium concerning plans for the spring meeting in Albuquerque. The April 13-14 date that had been discussed conflicts with the NMSU spring summit meeting.</td>
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<td>• Articulation Meeting</td>
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<td>• Nonexempt Staff Evaluations</td>
<td>It was agreed that supervisors of nonexempt staff in the College do not need HR training on the new pilot evaluation form.</td>
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<td>• Faculty Evaluations</td>
<td>Management and Marketing have submitted to the dean their summaries of faculty evaluations. Gena will set up meeting dates of the department heads with the deans concerning these evaluations.</td>
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<td>• Staff Vacancies</td>
<td>Kathy has contacted Kim Rumford to find out whether we have to submit a plan for responding to staff incentive retirements prior to filling the vacancies. Kim forwarded the question to Anna Price and D’Anne Stuart but no response has yet been received.</td>
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<td>2. Updates and Announcements — Garrey Carruthers</td>
<td>Anyone who identifies prospects for scholarships to the MBA or MSHRM programs at Purdue should send the names to Dean Carruthers. Joy Griffin, the ACE Fellow at NMSU this year, has found that Purdue is particularly interested in Hispanic and Native American students.</td>
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<td>• Scholarships for the Purdue MBA and MSHRM</td>
<td>Bernadette Montoya has recently expressed concern about the number of students who lose the lottery scholarship as a result of low grades or failure to take a full class load. The latter issue might be addressed by reviewing students’ schedules at the beginning of the semester when there is still time to make corrections. ACES has similarly been looking at the DFW rates of its new students finding that lack of capacity in ENGL 111G and bad placements in math are a problem. Among the courses their new students have trouble with are ECON 251/252. ACES has suggested that we have a math prerequisite for the course, say CCDM 114N; we have also advised that we do not generally put new business students in these courses.</td>
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<td>• Lottery Scholarship Issues</td>
<td>Dean Carruthers will ask for an analysis of COB students relative to the lottery scholarship issue.</td>
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**3. Academic and other issues**

**• Finley Graves’ Visit in Preparation for the AACSB Visit in October**

Kathy circulated a draft of plans for Finley Graves’ visit in March. The draft is based on feedback from Dean Graves on what he would like to do during the visit. **After revisions, Dean Carruthers will send the draft to Dean Graves for his review and input.**

Some of the issues that might be discussed with Dean Graves when he visits are the Bachelor of Individualized Studies and the Bachelor of Applied Studies programs which have been excluded from the review under the assumption that COB has resolved issues associated with those programs. The extent to which the College has resolved issues from the last visit may also be a topic.

Ed Scribner noted that Sherry Mills will be making a presentation soon on assessment at a conference that Finley Graves often attends so that may give him some insights into what we are doing.

**• Fifth Year Report**

Many thanks to Sara Patricolo for her editing of the Fifth Year Maintenance Report. **Kathy has accepted most of her suggested changes in the report itself but still needs to review the appendices and add material that was not previously included.** We plan to send the report to Finley Graves by early next week.

**• Department Heads, College Awards, and Mini-grants**

Faculty Council Chair Hari Sankaran asked the CEC to provide reactions and/or historical perspective on the issue of department head eligibility for faculty awards and funding dollars distributed by Faculty Council. A lively discussion of the pros and cons of having department heads submit requests for funding and be considered for awards ensued. It was concluded that the policy (originally instituted by Dean Danny Arnold) to disallow department heads from consideration be continued until further notice. **A broader issue for future discussion within CEC is the nature of the department head job and the burdens of the position imposed.**
- **Computer Upgrades**: Kathy has distributed Paul Hamilton’s list of faculty and staff computers most in need of replacement. **She will proceed with purchases of two computers previously discussed and asked for department head recommendations concerning other replacements in the near future.**

- **Department Head Performance Evaluations**: There was a discussion of the department head evaluation process and how it relates to the faculty evaluation process especially for those department heads who may return to the faculty and/or seek promotion. In the past the process has focused on department head responsibilities only and there has been no allocation of effort discussion. It was agreed that the department heads will submit to the dean their Digital Measures Annual Performance form and will supplement it with a statement concerning their goals as department heads for the coming year and their accomplishments during the past year.

- **Administrative Reviews**

- **Sandia MBA Program**: Kathy has sent a revision of the Sandia MBA Program proposal to Anna Price and Lori Gobble, with whom she met two weeks ago, and has copied the Provost. With respect to prospective students for the program, John Shonk has found 20 of 32 students to be admissible based on undergraduate GPA or graduate degree and has provided information on the required GMAT scores to the remainder. We also know that ACCT 251/252, FIN 341, and calculus are the most commonly missing prerequisites for this group. If we receive funding from the provost, we will consider offering three prerequisites as mini-semester courses this spring.

4. **Research – K. Boberg**

5. **Development – A. Tawney**

6. **Other**

- **College Bylaws**: Kathy will provide to Hari Sankaran, as chair of Faculty Council, some suggested bylaws changes that have not yet been addressed.

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