## Agenda Item

### Dean’s Update

Jim Hoffman reported that he had a good trip to Denver last week, including development calls and the Daniels Fund consortium meeting and summit on ethics and social media.

With Bruce Huhmann’s sabbatical next fall, it will be necessary to have a substitute to cover the Daniels Fund responsibilities.

### Brief Follow-Up Items

Kathy Brook reported that the proposal for a Master of Engineering degree (details previously circulated) will be presented for a vote at ADAC soon. No concerns were expressed about the proposal.

Michael Alarid, who has received funding through the Daniels Fund, is offering a section of ENGL 318G, Advanced Technical and Professional Communication, with a focus on business ethics. **It was agreed that we would send out information about this section and encourage students to improve their writing skills.**

Kathy had intended to have some discussion about transfer credit policy at the last meeting but had to leave early. We have had several students already enrolled at NMSU, seeking to take courses at other institutions. Kathy reported on the policy that the College of Engineering has put in place requiring prior approval for such courses (as specified in the undergraduate and graduate catalogs). She will circulate to the CEC proposed language for a college policy and a statement communicating the policy to students.

### Summer Teaching Priorities

Kathy provided some background on the evolution of funding of summer courses and noted that the college does not have a clear statement of priorities. In recent years the college has been spending considerably more in offering summer courses than covered by the summer teaching budget (although this does not take into account the funding we receive for teaching DE courses). A number of departments start by finding out which faculty members are interested in teaching which classes.

**It was agreed that department heads will supply to Kathy the costs of teaching the individual courses proposed for summer 2015 along with average recent enrollments (2012-2014) by November 3.** This information will be brought to the next CEC meeting so that we can address the issues of course offerings, staffing and total funding. Kathy will provide information about the extent to which distance ed funds are generated in the summer and so could be seen as contributing to the summer teaching budget.

The possibility of paying faculty members a flat rate for summer teaching was discussed.

### Staffing for BA 590 and BUSA 111

It would be helpful to identify back-up staffing for BA 590 in the event that Bill Smith is needed to cover other courses. **In addition, Kathy asked that BUSA 111 be considered in interviewing for faculty positions, especially college track positions.**
The advantage of smaller BUSA 111 sections was also discussed.

The structure of BA 590 was discussed along with the general nature of the course description. **Jim Hoffman requested information on the guidelines for both BUSA 111 and BA 590.**

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<tr>
<th>Students on Probation and Others with Low Semester GPA</th>
<th>Debra Cardinali has been working with students on probation to make them aware of resources available to improve their academic standing. Recently she and other advising staff members have contacted students’ whose semester GPAs (but not cumulative GPAs) have fallen below 2.0. The Advising Center GA’s have contacted all enrolled students in this category who are still completing lower division requirements. <strong>Kathy asked department heads to contact students who have been assigned to faculty advisors and they agreed. Kathy will distribute lists of the students.</strong></th>
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| Other | **Kathy distributed a draft of our procedures for handling course release requests and asked for feedback for the college’s response to litigation involving NMSU.**

There was a discussion of the merits of the college taking responsibility for administering the Western States School of Banking. This could be a vehicle for our getting more involved in executive education. |

Next meeting is scheduled for Monday, November 10, at 9:30 a.m.

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