Members: Richard Oliver, Benjamin Widner, Hari Sankaran, Robin Peterson, Philip Benson, Michael Maxfield, Kathy Brook, ex-officio and John Shonk, ex-officio.

Absent: 

Guest: 

Graduate Committee Minutes  
11:00 a.m. Monday, January 26, 2015  
Location: Dean’s conference room 134

| Chair: Richard Oliver  
Note taker: John Shonk |
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<tr>
<td>Please read:</td>
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<td>Please bring:</td>
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<td>Actions items are in bold.</td>
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<table>
<thead>
<tr>
<th>Topics</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Approval of prior meeting minutes.</td>
<td>Approval of minutes for 12/09/2014 were M/S/P.</td>
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<tr>
<td>Consider any applications for admission to MBA (John Shonk)</td>
<td>No applications were reviewed.</td>
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<tr>
<td>Motion on Quality Matters (QM)</td>
<td>Richard stated in a motion that the College of Business commits to the long term goal of having all online courses in the MBA program to be nationally recognized as QM courses. QM is a leader in quality assurance for online education and has received national recognition for its scalable, peer-based approach and continuous improvement in online education and student learning. This motion is consistent with the stated goals of Provost Dan Howard. It was M/S/P that this motion is sent to the faculty for them to vote upon.</td>
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<td>Policies for Cohort–Based Distance Education</td>
<td>There were several motions presented by Dean Jim Hoffman (see below) for the Graduate Committee to consider in implementing the policies for the Cohort-Based Distance MBA program and how they would impact the current online MBA program. These were assigned to members of the Graduate Committee as follows: Motion 1: Background Knowledge - Hari; Motion 2: Orientation - Kathy; Motion 3: Synchronous Contact - Robin; Motion 4: Attendance Policies - Phil; Motion 5: Proctoring - Ben and Motion 6: Quality Matters (QM) Recognition - Richard. After discussion by committee members it was decided that the motion on Attendance Policies would be eliminated as this is set by faculty and is enforced by them as they decide upon and implement this. As a rule of thumb it was suggested that one-third to one-half (5-7 hours per credit hour) of the class should be taught synchronously. On the motion on Synchronous Contact members agreed that you can’t legislate quality in a course with QM; the QM does not drive synchronous contact. This motion was also eliminated. On the motion for QM Recognition it was agreed that QM is not legislated now for MBA courses which are taught online but it should be a future aim by faculty. Members agreed that all courses taught in the online MBA program will be QM reviewed at the onset; the review process may take several attempts before QM Recognition is gained. The rationale is there are different levels of QM review for which a course can be assessed. In order for an online course to be taught it is not necessary that it first be QM certified. It was M/S/P that the motion on QM Recognition is approved. On the motion for Proctoring it was agreed that at least 50% of the assessment of student performance in the cohort-based distance MBA courses will be proctored. The rationale is to ensure quality in the online program. It was M/S/P that the motion on Proctoring is approved. On the motion on Background Knowledge (BGK) it was decided that there were three options for students to satisfy this requirement: Option 1) (Status quo) Fulfilled through six undergraduate courses with a grade of B- or better; or Option 2) (Substitute the 6 Undergraduate courses with 6 500 level courses) Students can take any combination of the undergraduate course(s) and one-credit hour condensed distance courses at the 500 level for which they obtain grades of B- or better; Alternate Option 2) (Substitute the 6 undergraduate courses with 5 500 level</td>
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courses) An option in which students could take any combination of undergraduate courses and one-credit hour condensed distance courses at the 500 level for which they must obtain grades of B- or better. In this option the math and statistics requirement would be rolled into one 500 level quantitative methods course.

Option 3) Students can satisfy all BGK requirements by completing a 5-day boot camp covering the content in the 5, one-credit, 500 level courses listed below and successfully passing the challenge exam in each course. It was M/S/P that the motion on Background Knowledge is approved.

On the motion for an Orientation it was agreed that students entering the Cohort-Based Distance MBA program will be required to attend a 2-3 day weekend orientation before the start of their first semester. Day 1 would be an orientation and days 2-3 would include some course material related to the early courses to be offered to the cohort group. It was M/S/P that an Orientation is approved.

AoL Learning Goal: Globalization
Hari provided the Graduate Committee with a Rubric for Assessment of Globalization Objectives for the CEMEX Case in which three objectives are assessed. It was noted that this is a quality assessment on globalization. The learning goal on globalization will be assessed in MGT 590, Strategic Management, which is being taught by Philip Benson in SP 2015.

It was M/S/P to use the CEMEX case and the rubric for assessment as presented.

Policy for Cohort-Based Distance Education
As four motions were approved by the Graduate Committee at this meeting they will be emailed out to the graduate faculty for their input and they in turn will vote electronically on these motions. (See below Email sent out to faculty by Richard Oliver on 1/26/2015…)

Adjournment
Meeting adjourned at 12:20 p.m. Our next meeting is to be decided.

<table>
<thead>
<tr>
<th>Graduate Committee</th>
<th>appointed</th>
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<tbody>
<tr>
<td>ACCT/IS</td>
<td>Richard Oliver</td>
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<tr>
<td>EASIB</td>
<td>Ben Widner</td>
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<td>FIN/BLAW</td>
<td>Hari Sankaran</td>
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<td>MGT</td>
<td>Philip Benson</td>
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<td>MKTG</td>
<td>Robin Peterson</td>
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<td>MBA Student</td>
<td>Micheal Maxfield</td>
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<tr>
<td>Deans Office</td>
<td>Kathy, Ex-officio</td>
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<td>John Shonk, Ex-officio</td>
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MOTIONS FOR THE COHORT-BASED DISTANCE MBA PROGRAM - the following motions were sent to the Graduate Committee Chairman Richard Oliver by Dean Jim Hoffman in January 2015:

1. Prospective MBA students will have the option to take 6 one credit hour distance courses (taught by NMSU) to fulfill the BGK requirement. At least one course will present material from each of the 6 BGK areas to be determined by the hosting department (i.e., Accounting Management, Quantitative Methods and Statistics, Economics, Finance, and Marketing would all be offered as one credit hour background knowledge courses). The Quantitative Methods and Statistics course would provide an overview of statistics, calculus and other quantitative business tools.

2. Student’s entering the MBA program will be required to attend an intensive three day orientation (over a long weekend) to be delivered by the MBA faculty and COB administration a couple of weeks before the first semester of the MBA program (see schedule below).

   a. Day 1 – An intensive orientation to the MBA program policies and procedures, the Learning Management System (LMS) and networking within the Online MBA cohort is delivered.
b. Days 2 & 3 – An elective course (to be determined) will be taught. The elective course will be a very interactive course such as the BLAW/MGT 527 – Negotiation & Business Dispute Resolution course where students spend a lot of the time interacting and getting to know each other.

3. Courses in the Cohort-Based Distance MBA program and the one credit hour BGK courses will use appropriate synchronous technologies to provide a rich and engaging educational environment. These sessions to be held weeknights, recorded and would be approximately 7 contact hours per credit hour. Additional contact hours can be added to courses in order to accommodate specific needs of certain groups of students such as the students in the Principals MBA program.

4. General attendance policies for the Cohort-Based MBA Program will be determined by MBA faculty.

5. Specific attendance policies for the Cohort-Based MBA Program will be determined by course instructor.

6. At least 40% of the assessment of student performance in online MBA courses will be done in a proctored environment. Students living 75 or more miles from the main NMSU campus will coordinate proctors with NMSU Distance Education office. Proctoring for local students to be determined by students.

7. The faculty of the COB commit to the goal of having all courses in online MBA programs nationally recognized as QM courses within 5 years. Funding to be provided through the Dean’s office.

Email sent out to faculty by Richard Oliver on 1/26/2015 for their vote on the four motions passed by the Graduate Committee relating to Policies for Cohort-Based Distance Education:

The Graduate Committee approved the following policies in support of the cohort-based distance MBA courses. These will be presented to the faculty of the COB for voting. A rationale and commentary is provided for each.

**Vote 1:** All courses taught in the cohort-based distance MBA program will be Quality Matters (QM) reviewed before they are presented and will have the long term goal of QM recognition.

**Rationale:**
- This policy is consistent with the directive from the Provost concerning online graduate programs.
- This policy is a formal statement of the COB’s commitment to a high quality online program.

**Commentary:**
Please note the following two definitions:
- A *QM Review* can be done on any course to be delivered as a distance education course.
- *QM Recognition* means that the course has been certified to have met the QM rubrics with a score of 85% or higher.

With this policy in place, the instructor will be free to use a wide variety of tools commonly used in distance delivery of a course. NMSU supports 2 way audio/visual tools that can be used to add synchronous elements to distance education courses. The conduct of any synchronous elements will be determined by the instructor.

**Vote 2:** At least 50% of the assessment of student learning in the cohort-based distance MBA courses will be proctored.

**Rationale:**
- This policy is a necessary to support the of the COB’s commitment to a high quality online program.

**Commentary:**
In an informal review of online MBA programs, this was very common. This will provide our students and customers that care was taken to verify the student’s mastery of key elements of the courses.

**Vote 3:** All prospective MBA students have 3 options to meet the background knowledge (BGK) requirements for the MBA, unless the student obtains explicit waivers or passes the challenge exam.

**Option 1 (Status quo)**
(Undergraduate courses)
Students need to satisfy all BGK requirements by taking undergraduate courses with grades of B- or better as is currently required. (Undergraduate courses listed below)

**Option 2 (500 level courses):**
Students can satisfy the BGK requirements by taking any combination of the undergraduate course and the one-credit-hour, condensed distance course (500 level) and obtain grades of B- or better. The Math and Stat requirement is rolled into one 500 level quantitative methods course. (5, one-credit, 500 level courses listed below)

**Option 3 (Boot camp)**  
Students can satisfy all BGK requirements by completing a 5-day boot camp covering the content in the 5, one-credit, 500 level courses listed below and successfully passing the challenge exam in each course with grades of B- or better. The Math and Stat requirement is rolled into one 500 level quantitative methods course. (5, one-credit, 500 level courses listed below)

**Rationale:**  
The topics covered in the undergraduate courses cover a variety of topics that are necessary for all undergraduate students. The depth and rigor at this level is required in order to prepare undergraduates with a background to pursue a variety of majors including Math, Engineering, Sciences, and Business. The MBA degree is a professional degree with an emphasis on developing practical analytical and decision making skills. Hence, only a subset of the topics in Math and Statistics is considered as necessary background knowledge. The quantitative methods course in the MBA program (Mgt 512) prepares them for more advanced topics used in management.

**Commentary:** The table below shows the correlation between the existing courses used for the BGK and the one hour condensed 500 level courses to be created.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Undergraduate Course</th>
<th>Condensed 500 level</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Acct 221 and Acct 222</td>
<td>Acct 500</td>
</tr>
<tr>
<td>Economics</td>
<td>Econ 251</td>
<td>Econ 500</td>
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<td>Finance</td>
<td>Fin 341</td>
<td>Fin 500</td>
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<tr>
<td>Marketing</td>
<td>Mktg 303</td>
<td>Mktg 500</td>
</tr>
<tr>
<td>Math</td>
<td>Math 142 or Math 191</td>
<td>XXX 500</td>
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<tr>
<td>Statistics</td>
<td>A ST 251 or A ST 311 or Stat 251</td>
<td>XXX 500</td>
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The content of the condensed Math/Stat 500 level course content and the topics covered in Math 142 and A ST 311.

**Math/Stat 500 course**

- a) Essential algebra  
- b) Curvature  
- c) Graphing functions

The following topics in Math are not essential

- a) Integration  
- b) Implicit Differentiation

Statistics must be taught using Excel.

**Vote 4:** Students entering the cohort-based distance MBA program will be required to attend a 2-3 day weekend orientation session before the start of their first semester. The first day will be an orientation to the program. Content on days 2 and 3 could include some course material related to the early courses to be offered to the cohort group.

**Rationale:**  
An orientation provides student’s important information about the program (such as policies and procedures, the learning management system, and how the courses fit together and reach a conclusion with the capstone courses. It also provides an opportunity for students to become acquainted with the students and some of the faculty members with whom they will be interacting at a distance.