**Members:** Rich Oliver, Ben Widner, Hari Sankaran, Robin Peterson  
(Kathy Brook & John Shonk, Ex-officio)  
Absent: Philip Benson  
Guests: Jim Hoffman

**Draft - Grad Committee Minutes**  
1:00 p.m. Thursday September 25, 2014  
Location: BC 134

| Chair: Rich Oliver  
Note taker: John Shonk | Please read:  
Please bring:  
Actions items are in bold. |
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<table>
<thead>
<tr>
<th>Topics</th>
<th>Outcome</th>
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<td>Approval of prior meeting minutes.</td>
<td>Review of the minutes from 4/30/2014 was postponed to next meeting.</td>
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<td>Consider any applications for admission to MBA (John Shonk)</td>
<td>No applications were reviewed. One is pending for the next meeting.</td>
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<td>Election of Grad Comm Chairman</td>
<td>Richard Oliver was unanimously elected as the chairman of the committee.</td>
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<td>Course Action Form for ECDV 694-Internship</td>
<td>This course in Economic Development, restricted to ECDV majors, is currently graded on an A through D scale and may be repeated up to 9 credits. This CAF proposed that ECDV 694 be changed to an S/U grading option. It was <strong>M/S/P by the members to accept this change.</strong></td>
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<td>Sepich Scholarship</td>
<td>Subsequent to the meeting it was agreed that Kathy would forward 5 of the top applications to the committee members for their consideration. Richard Oliver reported the vote and the award is in process.</td>
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| Online MBA program – SP 2015. Items to be considered by the Grad Comm include: Background knowledge courses, Boot Camp, change in admission requirements, MBA orientation for online students and options for MBA course delivery and pricing of MBA program. | Jim Hoffman communicated his thoughts, ideas and recommendations in a variety of areas for the Committee to consider this fall.  
The pilot of the online MBA program is scheduled to start in SP 2015 and then a FA 2015 cohort may be recruited for a revised program.  
Jim envisions a Boot Camp in which the required background knowledge would be taught on the main campus in a 7 day period at an approximate cost of $5,300. One course would be covered each day, with supplementary materials to be reviewed later; the objective is to prepare students in the areas of management, statistics, accounting, economics, finance, marketing and possibly a seventh area. Jim is asking the Grad Comm to re-consider the current calculus requirement.  
If it has been, for example, 5-7 years since a student graduated with a business degree, Jim recommends that they take the boot camp as part of the MBA admissions process; in effect this would act as a refresher for them.  
Students are tested at the end of the boot camp to demonstrate proficiency in the material and can re-take the test as many times as needed as long as a fee is paid.  
If students do not want to take the boot camp they also have an option of taking a one-time-only departmental challenge exam to meet the prerequisite and if they score 80% or above, this requirement is met. Finally, they could complete the relevant undergraduate course.  
Admission to the MBA program is sometimes problematic for working professionals as the GMAT or GPA requirements can be a hurdle. One possibility is for students who have a 2.5 GPA to be considered for MBA admission based on completion of the boot camp and background knowledge course exams and on their work experience.  
Jim asked the Grad Comm to look at the MBA program courses to see if courses should be offered in a particular sequence.  
- **SWOT Analysis:** ACCT 503, BLAW 502, and ECON 503;  
- **Strategy Formulation:** FIN 503, MKTG 503, and MGT 512;  
- **Strategy Implementation:** MGT 502, MGT 503, and BCIS 502  
- **Putting It All Together:** Elective, MGT 590, and BA 590. |
The Grad Comm should also consider an Orientation for the online MBA students – at a possible cost of $4,000 – in which students would be at the main campus in Las Cruces for 4-5 days. The purpose is to build an online learning community and introduce the MBA program policies and procedures to them.

Jim anticipates that the online program would involve synchronous delivery on every other Saturday from 9:00 until 12:00 p.m. Since this would be outside regular working hours, it would qualify for overload pay. This program will need to have web-conferencing in which two-way audio and videoconferencing will be used for 7 sessions per semester and will need to have proctored exams. Richard will look into technology alternatives. Students might be provided with software to be loaded onto their tablets – Richard currently uses Adobe Connect.

Jim envisions an online MBA program costing $19,000 providing a good education and a quality program. He prefers a blended MBA program which has interaction and suggests looking at the University of North Carolina approach. Once the Grad Comm has reached agreement this online MBA program will be taken to the faculty for them to vote on.

Jim would like to see a proposal in two weeks’ time for the online MBA program. He plans to market the program to students who are alums and people based at Ft. Bliss and Sandia Labs etc.

Assessment & Curriculum Improvements

Kathy presented information on two of the goals to be assessed in 2014-2015: critical thinking and decision-making under uncertainty. Bill Smith has done some work on an assignment and rubric for decision making under uncertainty and Kathy distributed information provided by Bill.

A review of the assessment reports from 2013-2014 on ethics and globalization is also needed. In the area of ethics it was decided that more data collection was needed to determine if this goal is being met.

Richard Oliver asked for members to volunteer to be champions for each of the assessment areas. Those who agreed to do so were:

Robin-Critical Thinking, Hari-Decision-making under Uncertainty, Ben-Globalization and Phil-Ethics.

Election of MBA student to Grad Comm

John will solicit potential MBA students who are interested in serving on this committee and put this to a vote among the MBA students.

Adjournment

2:30 p.m.

The next meeting to be held on Tuesday October 7th at 2:00 p.m.