The minutes for the GC meetings of September 22 and 29 were recorded by T. McGuckin. The minutes of our October 13 meeting was recorded by our new secretary and graduate student, Bre Corson. Please refer any questions to your department’s representative in the committee.

Graduate Committee Minutes, September 22, 2009
Meeting called to order 1:30

1. Tom McGuckin agreed to write a Mission statement on the MBA program – due sometime

2. MBA criteria for admission presented by Cindy Siepel – postponed until after mission statement
   a. Table criteria for admission standards
   b. Remand back to subcommittee
      i. Specify that GPA for last 60 hours of undergraduate should be used in admissions
   c. Table prerequisites until after admission statements

3. Committee reviewed oral presentation procedures for BA590, will review again after mission statement

Graduate Committee Minutes, September 29, 2009

1. There were no previous meeting minutes to approve.

2. Close the loop
   a. Invite Jeff Teich to discuss what he does in management 503
   b. Suggest improvement in the reporting of AOL data
      i. Overall score needs to be explained
      ii. Table 1 needs more explanation where the data comes from
      iii. More data needed before trends can be assessed

3. Phil Benson will provide a summary of his trend analysis for 500 level classes

4. Questions about the rubric
   a. Communication – written: why is main campus so much lower in score?
b. Communication – oral: What is eye contact?? Why does it affect scores so much

c. Critical thinking: not enough data

d. Quantitative Skills: need to assess later in the MBA program

5. BA 590 procedures:

   a. After orals, committee will make specific suggestions for revision; revisions are then certified by the classroom instructor;

   b. Make CD for evaluation of all oral presentations – same procedure for both on and off campus;

   c. All committee members will assess the oral during the exam using a rubric

Graduate Committee Minutes, October 13, 2009

Present: P. Benson, B. Corson, M. de Boyrie, G. Hampton, T. McGuckin, Dean K. Brook (ex-officio)
Absent: S. Mills
Guest: C. Seipel (Chair Admission sub-committee), J. Teich

I. Call to order and approval of the minutes

The meeting was called to order at 1:29p.m. on Tuesday, October 13, 2009 in the Business College Faculty Lounge.

The minutes of the September 22 and 29, 2009, meetings were approved.

II. Open issues

- Election of new secretary: Dr. Tom McGuckin will step down from the Secretary position to focus on the MBA Mission/Vision as well as issues dealing with BA 590. Bre Corson (student rep) was elected as the new Secretary.
  In the instance that Bre Corson cannot attend/vote in meetings due to certain circumstances, Dr. Gerald Hampton will step in as temporary Secretary.

III. New business

- Approval of new course: “ACCT 580”. This class will prepare students for the CPA exam and their first year of professional work and is a common course at many other universities. Dr. de Boyrie will request curriculum and general statement of content from Dr. Larry Tunnell. Once received, an electronic vote will be conducted. (Dr. Seipel presented request for approval).

- MGT 512: Dr. Jeff Teich will meet with other MGT 512 instructors to come up with one problem for students to complete and then be evaluated on. Once they have decided on a common problem, it will then be submitted. Dr. Maria de Boyrie will send a rubric for evaluating quantitative skills that Dr. Teich can base the problem off of. (Problem must be completed individually for evaluation purposes.)
The idea of the mandating students to take certain courses during their first semester in the program was discussed. The rational is to make sure they do not leave the courses they may perceive as difficult to the end of the program. This would help in better assessing their performance throughout the program. Possible courses would be: BLAW 502, FIN 503, ACCT 503 and/or MGT 503.

10 week courses versus five week courses: Possibility of eliminating the option for MBA courses to be taught in a five week period. Board members are to discuss this issue with their departments. Discuss will continue in the next meeting.

Review of Mission/Vision: Committee members will review before next meeting and will then discuss further. Once approved, it will be posted to website and other promotional tools.

Enrollment numbers: Dr. Kathy Brook will pull the MBA course enrollment/ admissions numbers to be further evaluated.

The need of content maps for each course was discussed. This information will be used to better define the goals and objectives of BA 590.

BA 590 DVDs: Discussion of DVD archives for final presentations. How many should be kept for evaluations by the AACSB? Dr. K. Brook suggested that a couple examples of “Excellent”, “Acceptable”, and “Poor” quality work be saved for requested submission. Dr. Gerald Hampton suggested five years of samples to be archived. Further discussion at next meeting.

IV. Adjournment
Dr. Maria de Boyrie adjourned the meeting at 2:45pm. The next meeting will be held Tuesday, October 27th at 1:30pm in the BC Faculty Lounge.

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