## College of Business
### COLLEGE EXECUTIVE COMMITTEE
### December 10, 2008
### MINUTES

**Members:**
Garrey Carruthers, Chair, Dean and Vice President for Economic Development
Kathy Brook, Assc Dean for Academics; Kevin Boberg, Assc Dean for Research; Sylvia Acosta, Asst Dean for Development and Public Relations; Larry Tunnell, Dept Head, ACCT/IS; Jim Peach for Tony Popp, Dept Head, ECON/IB/ESTAT; Liz Ellis, Dept Head, FIN; Bonnie Daily, Dept Head, MGT; Pookie Sautter, Dept Head, MKTG; Bobbie Green, MBA Dir; Cindy Seipel, Faculty Council; Janet Green, School of HRTM; Janice Wright, Asst to the Dean

Absent: Kevin Boberg, Sylvia Acosta, Tony Popp

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<tr>
<th>Agenda Item</th>
<th>Description and Follow Up</th>
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<tr>
<td>1. Review of Minutes of November 10 and Tracking Tool</td>
<td>Several issues have arisen with respect to the proposed common course numbering system. (1) The IS faculty have raised questions about the BCIS prefix which suggests to students that the major is Business Computer Information Systems rather than Information Systems. (2) Upper division courses which are included in the matrix have lower division numbers in the standard cross-walk used for articulation.</td>
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<td>• Common Course Numbers</td>
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<td>• DED Funds</td>
<td>Dean Carruthers asked for an update on planned expenditures from the DED performance funds.</td>
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<td>• Fulton Chair</td>
<td>The criteria for the Fulton Chair have been distributed and Kathy has received one nomination packet. The deadline is January 30, which means that those interested in the Regents Professorships will know the outcome of that process before the deadline to apply.</td>
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<td>• Convocation/Assessment Workshop</td>
<td>Kathy will send out a reminder concerning convocation on Jan 8 and the assessment workshop on Jan 12.</td>
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<td>• MBA Schedule</td>
<td>Bobbie agreed to distribute a revised MBA master schedule by Dec 19, distinguishing between current and prospective cohorts at different locations.</td>
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<td>• El Paso MBA Students</td>
<td>There are currently 13 admitted students from El Paso; five are Time Warner employees and 8 are newly admitted students who live in El Paso and would be interested in attending classes at DACC-Sunland Park.</td>
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2. Announcement and Updates—Garrey Carruthers

| • Budget Issues | The state is expecting a shortfall of about $454 million for the current fiscal year so the NMSU colleges have been asked to consider the impact of cutting their I&G and public service budgets by 2.5% and 5.0%. This amounts to about $240,000-480,000 for the College of Business. It was agreed that Dean |

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Carruthers and Kathy Brook will try to reach an agreement at the 2.5% level, attempting to address the issue in ways that would allow us to bridge the gap in funding from sources such as the LANL program. The goal is to limit the impact on student credit hours. Questions were raised about the possibility of restructuring faculty positions to allow some faculty to teach in the summer as part of their regular assignments and about the extent of cuts that the administration is being asked to consider.

Dean Carruthers noted that salary increases are planned for January with most of the faculty funds to be distributed based on the faculty member’s current salary relative to the median for the faculty member’s discipline and rank in the Mercer study. Some staff members will also receive raises.

3. Academic and Other Issues - Kathy Brook
   - Convocation
   - Assessment Workshop, Jan 12
   - Carry Forward Budget Expenses
   - Department Head Meeting

Kathy distributed a draft of the agenda for the spring convocation. It was suggested that the potential outside speakers be given very specific guidelines about what we want them to discuss on subjects including the Mercer study salary increases, the state legislative session, and the university and state budgets.

The convocation will include the distribution of some materials to help faculty prepare for the assessment workshop – such as learning goals and objectives and assessment results.

Kathy distributed a list of the items she has been asked to provide to the consultant within the next few days. She will be compiling materials to be sent out this week. From the department heads she needs to receive the tables on faculty sufficiency and faculty qualifications this week.

To address some of the questions from the consultant, she will hold a department head meeting next week at a time to be determined.

Bonnie has distributed information from the assessment conference that she attended recently in Dallas.

The College’s carry forward budget from 2007-08 has been approved and a central index has been established so that spending can be monitored. As we spend on the specified items, the funds can be reclaimed by the departments.

About $28,000 has been budgeted for classroom improvements and Sheila Morgan has provided estimates on refurbishing GU 201. It was suggested that we consider converting BC 108 and 109 to a single classroom seating 50-60. Kathy reported that a work order has already been submitted to get an estimate on this project. If feasible this might be our top priority.

There will be a department head meeting next week to address assessment questions raised by the consultant and to resolve issues about starting an El Paso MBA cohort and about MBA
class size for the spring semester. Staffing of BA 590 in fall 2009 will also be discussed.

4. MBA - Bobbie Green

- El Paso MBA

We need to resolve whether to proceed with a cohort of students this spring at DACC-Sunland Park. The issue may be one of opening sections there or opening additional sections on campus.

- Sandia MBA

Bobbie raised the possibility of placing non-Sandia students in the Sandia online classes. This makes sense given that Sandia does not have an issue with such a combination for online classes, though there are security issues for face to face classes at Sandia.

- LANL MBA

Bobbie also suggested combining the newest LANL cohort of 11 students with the current group of 11 Santa Fe/Albuquerque students. She was asked to write up a proposal providing the details. We have some indication that this sort of arrangement would be agreeable to LANL. Moving to a non-LANL site would also address some issues relating to security.

Kathy would like to regularize the teaching of one or more MBA electives in the evening and the staffing of BA 590. She will add these items to the tracking tool. Bobbie would also like to have MBA specialization courses taught in the evening.

5. Research - Kevin Boberg

No report

6. Development and Public Relations

No report.

Action/follow-up items are in bold.