# College of Business
**COLLEGE EXECUTIVE COMMITTEE**
**February 14, 2007**
**MINUTES**

**Members:**
Garrey Carruthers, Chair, Dean and Vice President for Economic Development
Kathy Brook, Associate Dean for Academics; Kevin Boberg, Associate Dean for Research; Sylvia Acosta, Assistant Dean for Public Relations; Larry Tunnell, Department Head, Accounting and Information Systems; Tony Popp, Department Head, Economics and International Business/Experimental Statistics; Liz Ellis, Department Head, Finance; Bonnie Daily, Department Head, Management; Jerry Hampton, Department Head, Marketing; Bobbie Green, MBA Director; David Daniel, Faculty Council; Janet Green, School of HRTM; Sharon Jones, Office of the Vice President for Economic Development; Janice Wright, Assistant to the Dean

Absent: Faculty Council Representative, Sylvia Acosta
Guests: Phil Benson, Janice Black

## Agenda Item
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<th><strong>Description and Follow Up</strong></th>
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<td><strong>I. Review of Minutes (1/24/07)</strong></td>
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<td>NMSU will soon begin awarding certificates at the graduate level in recognition of work completed in an approved graduate certificate program of 12-18 credits. The Graduate Council will review and approve proposals for certificate programs beginning in March. Proposals should show that there is a reasonable market for such a program; participants will need to be admissible to the graduate school and to the relevant graduate program. <strong>Dean Carruthers asked that each department discuss the possibilities at their next department meetings.</strong></td>
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| **II. Graduate Certificate Programs – Phil Benson** |
| Janice Black discussed the fact that internal grants were distributed in the fall, primarily in the hard science areas. For purposes of seeking more support for business research, she would like to have a listing of publications by Business College faculty during the past five years. **Departments were asked to draw the information from faculty five year vitas by February 28.** Eventually this information can be generated from the Digital Measures software. |

| **III. URC and Faculty Publications – Janice Black** |
| The status of BUSA 365 was discussed in light of information suggesting that the current faculty plan to teach the class through fall 2007 only. The Undergraduate Committee will be charged with addressing the question of the role of BUSA 365 in the curriculum and possible alternatives to covering the disciplinary content as well as the team work and integration components now provided by the course. **It was suggested that the relevant department heads provide suggestions to the Undergraduate Committee concerning alternative mechanisms and that department heads review syllabi to determine the extent to which team work and integration are addressed in other courses.** |

<p>| <strong>Evaluation of teaching by part-time, non-regular faculty</strong> |
| Department heads were asked whether they have policies relating to the evaluation of part-time faculty. This inquiry comes in light of a student complaint that he had not had an opportunity to evaluate a class. All departments evaluate part-time faculty. |</p>
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<td>Building Improvements</td>
<td>K. Brook circulated copies of the policy adopted by the College in April 2001. <strong>She will update the policy statement and circulate it for comments.</strong> K. Brook distributed a list of building improvement items and asked for feedback specifically on the type of seating appropriate for GU 101 (will fixed seating work?). <strong>CEC members are asked to provide their top three priorities to Kathy by February 14.</strong></td>
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<td>Graduate Program Open House</td>
<td>The College has been asked to have an open house highlighting graduate programs on April 25. This event will coincide with celebration of the 50th anniversary of the Graduate School. <strong>Dean Carruthers asked Bobbie Green to take the lead in organizing displays.</strong></td>
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<td>Advising</td>
<td>Discussion of advising focused on the suggestions made last fall by the ambassadors. It was agreed that students would be assigned as early as possible to a faculty advisor for mentoring and career counseling but that new students would continue to receive course scheduling advice from the Advising Center. In addition, the Finance Department and perhaps others will try orientations for newly declared majors. <strong>K. Brook will follow up on the mechanics of assigning advisors earlier and on the flow of information to departments concerning students who have completed their lower division courses. She will also write up this policy, circulate it for review, and respond to the ambassadors.</strong></td>
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<td>Living Learning Community</td>
<td>In response to a question about the Living Learning Community, it was agreed that John Hamilton will be invited to a CEC meeting to discuss how things are going.</td>
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| V. Announcements and Updates – G. Carruthers| **Living the Vision Data**
Dean Carruthers distributed information comparing the college with our peers. Included were salary and publication data which CEC will need to discuss during the summer.

**Staff Evaluations**
Supervisors were asked to provide honest evaluations of staff in the upcoming performance evaluations and to use the evaluation scale appropriately.

**Westhafer Award**
It was agreed that the college would not try to submit a single nomination for the Westhafer award. Anyone can submit a nomination. |

| VI. Research- K. Boberg                    | It was announced that Jim Bishop is a co-PI on an NSF proposal. There will be no Carruthers Seminar tomorrow as a result of bad weather on the east coast. |

| VII. MBA - B. Green                        | No report                                                                                                                                                                                                |

<p>| VIII. Faculty Allocations – B. Daily       | Bonnie Daily discussed the possibility of a meeting with Natalie Kellner to see a demonstration concerning the SCH and related data that are becoming available. <strong>K. Brook will follow up on</strong> |</p>
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<td><strong>HRTM</strong></td>
<td>Janet Green reported on the plan to bring Thelma Domenici to the campus on April 10. Included in her visit will be two etiquette workshops with seats for 50 students and a reception and dinner. Seating will be offered first to business and HRTM students and then will be open to the campus.</td>
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<td><strong>AACSB Accreditation</strong></td>
<td>J. Green also reported on a recent meeting of the campus alcohol committee with President Martin, who wants to prepare students to function responsibly with respect to alcohol consumption.</td>
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<td><strong>Review of CEC Tracking Tool</strong></td>
<td>Liz Ellis reported on her participation in an AACSB maintenance of accreditation seminar last week. She proposes that we first address the issues raised in the last accreditation visit so that we are prepared to submit our mid-term report next January. A copy of the letter from the last visit will be distributed to CEC members.</td>
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<td>Dean Carruthers will be meeting with Secretary McClure, HED, later this week concerning endowment matching funds and the tiers used in formula funding.</td>
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<td>If anyone wants to discuss further reimbursement of faculty traveling to WSMR for office hours, etc, please submit a proposed policy to K. Brook.</td>
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<td>K. Brook will be finalizing short course offerings for Fort Bliss later this week.</td>
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<td>Paul Gutierrez has received authorization to hire two people for university wide extension.</td>
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Next CEC meeting: Feb 28, 8:30 am

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