### College of Business

**COLLEGE EXECUTIVE COMMITTEE**  
January 9, 2008  
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; Pookie Sautter, Department Head, Marketing; Bobbie Green, MBA Director; David Daniel, Faculty Council; Janet Green, School of HRTM; Janice Wright, Assistant to the Dean

**Absent:** David Daniel

**Agenda Item** | **Description and Follow Up**
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I. Review of the minutes and Tracking Tool |  
- **HLC Self Study**  
  A revised version of the Higher Learning Commission self study is now available online. **CEC members are encouraged to become familiar with the document before the HLC visit at the end of April 2008.**
- **ACAP**  
  Dean Carruthers noted that non-exempt staff are no longer included in ACAP as a result of the union contract covering these employees.
- **DE Funding for Training**  
  **Kathy Brook will follow up on the request for DE funding to provide some training to faculty in the college.**
- **OSU Salary Survey**  
  K. Brook has acquired a copy of the OSU salary survey for 2006-07.
- **New WSMR Cohort**  
  There are approximately 30 new students in the WSMR cohort which starts this spring.
- **Endowed Chairs**  
  **Dean Carruthers asked Sylvia Acosta to provide a summary of the criteria for the endowed chairs in the college.**
- **Faculty Discussion of LANL and WSMR Programs**  
  Bobbie Green distributed copies of a list of questions which the faculty may want to discuss at tomorrow's convocation. Bobbie will also have data to distribute and can respond to any questions as part of the discussion.

II. Announcements and Updates – G. Carruthers |  
- **Management Training**  
  A request from President Martin to provide assistance in mid-management training for NMSU employees has been forwarded to Bonnie Daily.
- **Focus Group Assistance**  
  Dean Carruthers asked Pookie Sautter to follow up concerning a request from Comcast for assistance with a focus group.
- **Monthly Meeting with the Provost**  
  Dean Carruthers reported that the provost will be holding monthly meetings with each of the academic deans. Topics to be discussed at the meeting today include ESTAT, abolition of the
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<th><strong>III. Research – Kevin Boberg</strong></th>
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<td><strong>Alternative Energy</strong></td>
<td>Alternative energy topics are providing work for Arrowhead. Currently Economics is involved but we may want to expand to other disciplines in the college.</td>
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<td><strong>Space for Graduate Students</strong></td>
<td>Kevin expects to be vacating space on the second floor of BC making room for graduate students who may not now have office space. This is expected to occur in March.</td>
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<td><strong>Legislative Finance Committee</strong></td>
<td>We have been asked by the Legislative Finance Committee to provide research assistance to them during the legislative session and perhaps beyond.</td>
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<td><strong>Film Industry</strong></td>
<td>We also may be asked to take a look at the impact of the film industry in New Mexico relative to the size of the state’s subsidy of the industry.</td>
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### Hiring Freeze
- Provost’s Council, salaries for vacant positions, block scheduling, meeting of the Provost with CEC, assignment of SCH to departments, and supplemental compensation for faculty teaching MBA courses with more than 45 students.
- We can expect to receive notification from the Provost that a faculty and staff hiring freeze will be in place until after the legislative session.

### Salary Study
- There is a salary study under way, reflecting a sincere effort on the part of the administration to address salary equity. Albert Parra, an HR compensation specialist met with Dean Carruthers and K. Brook this week to discuss data sources which we have available as well as to discuss the identification of peer institutions.

### Salary Increases
- Optimism is limited concerning the salary increases that the legislature can be expected to fund this session.

### Community College Presidents
- The NMSU community college CEO’s are now community college presidents. Dean Carruthers reported that each of the campuses wants to offer an HRTM program; Janet Green responded that they have been encouraged to follow the DACC model on this.

### Domenici Project
- There will be 32 members of a Legacy Committee concerned with the Domenici project. The project will include a conference in August 2008, which Janet Green and Jon Hunner are involved in planning; the Domenici papers; and the Domenici building. Three semi-truck loads of papers have been received by NMSU and NMSU will be involved in shutting down 6 offices in New Mexico as well as the Washington, DC office. Christina Chavez Kelley and two staff members working with her will be involved in planning the logistics of the conference. Sylvia Acosta has responsibilities relating to fund-raising for the conference and Minerva Rivera will be working on financial matters.
The convocation agenda was reviewed. Kathy requested that CEC members read the AACSB white paper on assurance of learning prior to the convocation as it addresses a number of issues that may be relevant to tomorrow’s discussion.

The proposed assignments for committees were reviewed. It was agreed that reference to the Quality Committee would be omitted, that the Student Recruitment and Retention Committee be asked to consider how to recruit more students to the 2+2 program and how to recruit more transfer students in general. In addition, the Graduate Committee may be asked to consider long term changes with respect to the BA 590 requirement in the MBA program (see more discussion below).

About 60 students will need to complete BA 590 during summer 2008 requiring a different staffing arrangement for the course since the current format is incredibly labor intensive. However, about 75% of the students in the course relish the opportunity to work with a client and apply their business knowledge and skills. Faculty who have worked with the students have seen considerable growth during the course of the projects. However, the expansion of the MBA program makes it difficult to staff the course.

An alternative to the current format would be a Harvard Business case approach (which might be similar to what is already done in MGT 590) or requirement of a different course or elective coupled with a return to the standard oral exam of days gone by. When BA 502 (now 590) was implemented we received approval from the Graduate School to replace the required oral exam with the course presentation.

CEC discussed how faculty might be compensated for taking on work with teams – such as working with three teams being the equivalent of teaching a three credit course. This work would involve meeting with the students at least one hour per week and meeting with the client at least one hour per week. ITV could be used to meet with students, especially those at LANL. Kevin reported that students generally prefer to meet at 5:00 p.m. Another alternative would be for students to complete a project on an independent study basis.

The problem with moving away from the project course is that we have used the course in recruiting for our program.

Department heads agreed to discuss this topic with their department faculty to identify whether we have faculty interested in working with teams. Kevin suggested that we do not have a shortage of projects so it may not be necessary for faculty members to find projects, only to oversee the students’ work.

We had hoped to address the staffing issue by hiring an Executive in Residence but funding is now on hold.
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<td><strong>Annual Faculty Review</strong></td>
<td>Longer term the Graduate Committee may need to address BA 590 as a curriculum matter.</td>
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<td><strong>Evaluation Form</strong></td>
<td>The evaluation form for the Annual Faculty Review was modified to reflect the equal weights to be given to the current year evaluation and the evaluations for the past four years. <strong>K. Brook will send out a revised draft and ask for feedback.</strong></td>
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<td><strong>Living Learning Community</strong></td>
<td>K. Brook would like to identify a faculty member to serve as faculty advisor for the Business Living Learning Community. <strong>Department heads agreed to see if their faculty might be interested.</strong></td>
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<td><strong>Graduation Requirements</strong></td>
<td>K. Brook distributed copies of undergraduate graduation requirements in business as they appear in the catalog. Several requirements reflect old AACSB rules which are no longer part of the standards, including the requirement that 50% of the course work be taken outside the College of Business and the requirement that transfer students take half of their business courses at NMSU. Another requirement limits the number of music courses (such as band), PE courses, and occupational education courses that students may take as electives. <strong>This item will be placed on the agenda for the next CEC meeting and may be referred to the Undergraduate Committee.</strong></td>
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<td><strong>Enforcement of Prerequisites</strong></td>
<td>We have received notification of students who failed prerequisite courses in the fall semester. It was agreed that the desired approach to this group of students is to ask the Advising Center to email the students as soon as we get the list. Departments will then follow up to ensure that pre-requisites are appropriately enforced.</td>
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<td><strong>HR Training</strong></td>
<td>K. Brook notified the group that HR wants to provide training to supervisors concerning Performance Management and Evaluations. <strong>She suggested a date of January 18 and agreed to convey to HR that there is feeling that a four hour session is too long and that the group would like the opportunity to complete an evaluation form after the training.</strong></td>
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<td><strong>V. MBA – Bobbie Green</strong></td>
<td>There are about 70 new students starting the MBA program this spring.</td>
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<td><strong>New Students</strong></td>
<td>Sandia National Laboratories has expressed an interest in a LANL type MBA program which could possibly be combined with the LANL program. A major question on the part of CEC members is our capacity to serve more students.</td>
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<td><strong>VI. Development – Sylvia Acosta</strong></td>
<td>Sylvia Acosta reported that she will be focusing on fund raising for the Domenici project and the endowed chair in accounting. Renee Brown and Justin Bannister will be asked to take on the communications plan and college placement activities will be on hold. She is interested in discussing prospects with department heads and is developing plans for working with prospects who may be able to name the college.</td>
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<td>VII. Other</td>
<td>Pookie Sautter asked that Renee and/or Justin and a member of the Ambassadors be added to the Student Recruitment Committee.</td>
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<td>• College Recruiter</td>
<td>Following up on our discussion in the fall of hiring a student recruiter, Janet Green reported that the College of Agriculture had hired a recruiter and had seen a significant rise in the number of students starting in the spring semester.</td>
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<td>• Meeting with Provost</td>
<td>Returning from his meeting with the Provost, <strong>Dean Carruthers</strong> asked K. Brook to provide to Yoli Baca a chronology of events with respect to assigning SCH to the departments of the faculty teaching the courses. He also noted that the Provost will meet with the CEC in the future.</td>
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Action/follow up items are in **bold**.