## College of Business
### COLLEGE EXECUTIVE COMMITTEE
#### January 24, 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; Pookie Sautter, Faculty Council; Janet Green, School of HRTM; Sharon Jones, Office of the Vice President for Economic Development; Janice Wright, Assistant to the Dean

**Guest:** Sherry Mills, Outcomes Assessment Committee I

### Agenda Item

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<th>Agenda Item</th>
<th>Description and Follow Up</th>
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| I. Review of Minutes (1/10/07) | The College of Ag may be hiring two people with extension responsibilities, one of whom might be assigned to the College of Business. There would need to be a proposal to Jennifer Taylor concerning possible funding. **Dean Carruthers will follow up on this with Paul Gutierrez.**  
  
  **Dean Carruthers plans to ask Secretary McClure of HED to look at the assignment of business disciplines to tiers for funding purposes.** In addition, the Council of University Presidents has agreed to a cost study concerning the assignment of disciplines to tiers.  
  
  Dean Carruthers noted that the Economics Department may need to use some of its funds to buy faculty time in the summer to develop courses for the DED program. |
| II. Announcements and updates – Dean Carruthers |  
  - **Review of Graduate Programs**  
    At the university level there will soon be a review of all graduate programs. **Dean Carruthers will distribute copies of the relevant memo.** The process will involve the nomination of a faculty member from the college to serve on a committee or a small committee will visit each of the graduate program directors.  
  
  - **Student Misconduct**  
    The procedures involving student misconduct have been revised to ensure that faculty members can be present as part of the proceedings. Dean Carruthers also supports the involvement of the college dean when a graduate student is involved.  
  
  - **Committee to Work with J. Taylor**  
    The formation of a committee to work with Jennifer Taylor on modeling of faculty needs was discussed and it was agreed that the committee will consist of department heads.  
  
  - **Performance Evaluation**  
    The weights to be assigned to past years’ performance in the annual faculty review were discussed along with the recommendation of the Budget and Bylaws Committee that the weights be equal over the five year period. L. Ellis noted that the form filled out by faculty says that raises will be based on the composite score. Dean Carruthers indicated that we will proceed with the existing system but will need to discuss this topic in |
Meetings with Departments

Dean Carruthers would like to schedule reviews of all faculty in a department at the same time as his evaluations of the department heads.

Janet Green reported that in the College of Agriculture and Home Economics forms from faculty are due to the department heads this week. Department heads then provide summaries in advance of their meetings with the relevant deans.

Dean Carruthers noted the lack of a college calendar relating to performance evaluations. He asked Janice Wright to develop a calendar.

Dean Carruthers met with the Management Department last week and offered to meet with other departments to address any problems or concerns they might have.

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<th>III. Outcomes Assessment and the Higher Learning Commission – Sherry Mills</th>
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<td>Sherry Mills, chair of Outcomes Assessment Committee I (OACI), provided information related to the visit next year of the Higher Learning Commission (HLC) to review NMSU’s accreditation. She noted that OAC1 lacks information about each program’s learning outcomes and assessment plans. She also indicated that HLC expects that assessment results are to be shared with faculty as well as students. Sherry would like to work with the departments and the college Assurance of Learning Committee to meet the requirements of HLC and AACSB and will investigate whether our HLC reports can focus on degree programs rather than majors.</td>
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<td><strong>February 10 is the deadline for the master’s programs in the college to submit to K. Brook their learning outcomes and their plans for assessment in connection with AACSB requirements.</strong></td>
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<th>III. Development – S. Acosta</th>
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<td>Sylvia Acosta discussed prospective Hall of Fame inductees for the ceremony on September 28, 2007, and prospects for the College of Business as well as HRTM. She was very pleased to report that Kevin Johnson, co-president at Microsoft, has agreed to participate in the Carruthers speaker series and the Hall of Fame dinner. In addition, he will provide funding for the IS mentorship program and would like to meet with IS faculty and scholarship recipients when he visits. He is very interested in our ERP program.</td>
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<td><strong>An anonymous donor is providing funding for student travel to internships for the New American Alliance. There may be as many as 50 internships for our students this summer —mostly in</strong></td>
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- **Annual Fund**: Annual fund letters are due to Sylvia from the departments by February 1 and should include 1-2 testimonials.
- **State Matching Funds**: G. Carruthers reported that Governor Richardson has agreed to sign a bill providing up to $18 million of matching funds for endowments for chairs, professorships, and distinguished faculty.
- **Traders Award**: S. Acosta also discussed possible recipients of the Traders Award.

### IV. Research Update - K. Boberg

- **Technology Entrepreneurship**: K. Boberg reported that Sherry Mills is developing a course in Technology Entrepreneurship and that this may fit well with a proposal from Dean Lacey for graduate certificates. Under the proposal, students earning certificates do not need to be degree seeking, a change from current policy.
- **Contract Administration**: Contract administration throughout the university is being centralized, as reflected in Cynthia Madden's move out of the college.
- **Stock Market Game**: K. Boberg is seeking an academic home for the Stock Market Game so that it will be more closely tied with other programs in the college.
- **Movies**: The college is entering into the movie business via NMSU's Creative Media Institute. (Every movie has its own corporation.)
- **Arrowhead Center**: At the Regents meeting on Monday the only action item involves approval of a merger of the research park with Arrowhead Center, expansion of the research park and the appointment of Ben Woods to the board of directors.
- **DED Program**: Recurring funding of $145,000 will be requested from the legislature for support of the DED program.

### V. MBA – B. Green

- **WSMR Courses**: Bobbie Green made the department heads aware that courses taught at WSMR are expected to include web enhancements. We need to ensure that faculty teaching at WSMR are aware of this requirement and receive support in getting their materials into WebCT.
- **Holloman AFB**: G. Carruthers reported on his visit with K. Brook and Bill Lillibridge of the College of Extended Learning to Holloman Air Force Base. Staff at the base are currently conducting a survey to determine the level of interest in an MBA program. An issue at Holloman is the fact that staff are frequently deployed to other locations.

### V. Academic and Other Issues – K. Brook

- **DE Course Development**: Since the new policy was circulated to faculty in the last week,
| Funds | additional requests for funding have been presented. **K. Brook asked department heads to finalize their lists for retroactive payments and get back to her by February 2.** It was agreed that course development funds are available only for online courses, not for web-enhanced face-to-face classes. GA and departmental assistance should suffice for the web-enhanced classes. It was suggested that we might want to make future funding related to the development of DE courses contingent on evidence of quality; there is now training available in the assessment of quality of online courses. Issues related to appropriate numbers of students in DE classes were also discussed briefly. Pookie Sautter indicated that training could help address some of these issues. |
| WSMR Funding | There are several issues about funding at WSMR to be discussed at future meetings. Mileage is currently reimbursed but it has been suggested that faculty should receive additional salary for extra visits to WSMR such as the required faculty orientation, visits in conjunction with ITV classes and office hours for internet courses. |
| Spring Visitors Day | Spring Visitors Day will be on February 19 with a presentation by the college in Corbett Auditorium, 9:30-11:00 a.m. **Department heads or their representatives should be present by about 9:20.** It was agreed that the program will consist of Liz Ellis' presentation on NMSU graduates together with a student panel. Departments were asked to assist by providing new material for the presentation. **K. Brook and S. Acosta will discuss whether the ambassadors will form the panel.** |
| Courses for Fort Bliss | A number of faculty have expressed an interest in teaching compressed courses aimed at the Fort Bliss audience. **K. Brook will follow up with the College of Extended Learning on space availability and will work with the departments to identify the number and type of courses to be offered. We can draw on funds from the Provost's Office for expansion of the MBA program and programs at Fort Bliss.** |
| Priorities for Spending, especially infrastructure | K. Brook asked CEC members to assist in identifying priorities for spending, especially for infrastructure improvements in the more public areas of our buildings. One suggestion was for better lighting in some of the classrooms so that the lights could be on at the same time the projector is in use. |
| AACSB | **K. Brook asked that departments submit Table I in the AACSB standards for the fall 2006 semester.** One purpose of completing the table is to identify any issues relating to the classification of faculty as supporting or participating, academically or professionally qualified. It may be necessary to hold additional meetings this spring to address the AACSB standards. |
Information was distributed concerning the calculation of composite scores for College of Business scholarship applicants. The calculation was last reviewed by department heads five years ago and **K. Brook would like input on the usefulness of the calculation by February 2**. K. Brook was asked to provide clarification to students concerning the application process – specifically, students need to apply every year for scholarships, and they need to submit a college application in addition to the FAFSA. Clarification will be provided soon when students are reminded to complete applications by March 1. Assistance of departments in publicizing the availability of scholarships is appreciated. **The college's scholarship guide, listing available scholarships, will also be restored to the web so that students can see what they might qualify for.**