CEC Work Session
Notes
July 10, 2007

Academic and Professional Qualifications
Under AACSB accreditation it is necessary that each faculty member be identified as academically qualified, professionally qualified or other. It is also required that each institution establish criteria for being academically and professionally qualified. The latest draft of the AQ/PQ criteria was discussed and a revised version will be circulated. The criteria may be circulated to faculty before convocation with the possibility of some discussion at the fall convocation and/or at department meetings so that we can receive feedback from the faculty.

Strategic Plan
CEC has been working on a draft of the mission statement and strategic plan for the college. The current draft of the mission statement consists of the following:

Consistent with the mission of New Mexico State University, the College of Business serves the educational needs of New Mexico’s diverse population through comprehensive programs of education, research, and public service.

In accomplishing our mission, the College will

- Provide all students, but especially those from New Mexico, access to high-quality professional education programs at the bachelor’s, master’s and doctoral levels;
- Produce intellectual contributions which enhance faculty teaching effectiveness and advance the knowledge and practice of business and management;
- Provide leadership, service, and expertise for public policy, economic, social, educational and community development with a focus on New Mexico; and
- Provide excellent stewardship of all financial, human, physical, and technology resources of the College.

Kathy will add some background material as introduction to the strategic plan. This will include a brief description of the university and the college.

Process Manual
Kathy Brook is attempting to update the infamous Process Manual to make it more useful. A number of administrative policies and processes were distributed to CEC for review and feedback and it was agreed that the format for describing each process would be simplified.

In addition, there was considerable discussion of the policy for allocating operating budgets among the departments. Historically, the allocation has been based equally on the department’s share of SCH and the department’s share of budgeted faculty lines. Kathy distributed calculations of department budgets for 2007-08 using this formula. (Since then the calculations have been redistributed to reflect errors in data and to provide background information on the calculations.)

Two aspects of the formula were discussed. A motion was approved to remove associate deans from the count of budgeted faculty lines on the theory that their expenses such as phone and travel are not paid from the department budgets. This change is incorporated in the latest budgets provided to department heads. There was also discussion of the current practice of giving each of the PhD departments $1,000 “off the top” before distributing the remainder of the funds. A motion to increase the amount for doctoral departments was not approved.
**Large MBA Courses**
Department heads were asked to review their fall enrollments in MBA classes and to identify any classes that are unusually large. We may need to address large size before the beginning of the fall semester.

**Travel to Remote Sites**
Currently the remote site differential is paid only for faculty who are teaching a course in load (based on the policy approved several years ago by the faculty). The result is that the differential has been paid only to faculty teaching at WSMR and, last summer, to some faculty teaching at LANL. This year CEC agreed that the remote site differential would not be paid for summer teaching because, in some sense, all summer teaching is out of load. The issue is whether payment of the remote site differential should be expanded and whether it should be available to faculty who travel to hold office hours at a remote site or who travel to meet with a cohort taking an online or ITV class. K. Brook will run some numbers on this and report back to CEC.

**Grade Distribution Information**
Grade distributions are now available to department heads in an electronic format. Questions were raised about the extent to which such information should be shared with faculty in general – as opposed to the individual faculty member. It was noted that this is likely to be a sensitive subject. At the same time it could be useful information concerning core course performance.