## College of Business
### COLLEGE EXECUTIVE COMMITTEE
### July 25, 2006
### 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; Pete Dillaway, 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

The meeting was chaired by Kathy Brook and Greg Roth attended in place of Liz Ellis.

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<th>Agenda Item</th>
<th>Description and Follow Up</th>
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<td><strong>I. Review of Minutes (7/14/06)</strong></td>
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<td>• Computer Manager</td>
<td>K. Brook provided an update on the computer manager position. A staffing authorization has been approved by the provost but the position has not yet been posted by Human Resources. Parallel to posting the position, we are awaiting a proposal from ICT on how they may be able to assist us in the long run. The search committee consists of J. Kreie, A. Berryman, B. Widner, J. Hampton, J. Bishop.</td>
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<td>• Temperature in BC</td>
<td>The temperature in BC seems to have returned to normal, meaning that it is generally more comfortable than last week with some cold and hot spots throughout the building.</td>
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<td>• Quality Award</td>
<td>Bonnie Daily reported that the draft of the quality award application for the MBA program has been completed. K. Brook thanked Bonnie as well as B. Green, S. Mills, and D. Daniel for their work on this project.</td>
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<td>• Digital Measures</td>
<td>The department heads and B. Green met last week with G. Carruthers and K. Brook to discuss issues related to entering data into the Digital Measures software. We are expecting to collect data for the P&amp;T Proposal packet, the annual faculty review and several AACSB tables. As soon as we finish the procurement process, we should be able to begin entering faculty data into the system.</td>
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<td>• Upper Division Credits</td>
<td>The proposal to reduce the required upper division credits for graduation from 54 to 42 was approved by the Associate Deans Academic Council (ADAC) and will move on to the ADC and the Faculty Senate. The Undergraduate Committee may want to consider the implications of this for the Business College if the proposal is approved by Faculty Senate.</td>
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<th>II. Research – K. Boberg Carruthers</th>
<th>Kevin Boberg reported that Arrowhead Center has now been awarded $4.5 million though we don’t know where it is. He also reported on a number of new initiatives. Foremost among these</th>
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### Outreach to Middle Schools

Arrowhead sponsored attendance at a Diablo game by Native American middle school students attending an Indian Resource Development program this summer. K. Boberg suggested that we devote part of a future CEC meeting to talking about outreach to students such as these.

### UAV’s

Arrowhead expects to work on a contract to draft a business plan for the National Center of Excellence for UAV’s.

### Carruthers Speaker Series

The Carruthers speaker series will begin this fall with the first speaker being John Cordova of Coca-Cola. K. Boberg would like to have departments adopt a speaker for the day. The schedules will include brown bag lunches with graduate students, meetings with classes, and a seminar in Corbett Center. Each speaker will also be interviewed concerning their education and background and this will be distributed with other information to middle and high school students.

### III. MBA- B. Green

- **GA’s**
  - Bobbie Green reported that there are still graduate assistantships that are unassigned for next year. Department heads with needs for GA’s should get in touch with her soon.

- **LANL**
  - We have received contracts from LANL for the first and second cohorts there. The new cohort will consist of 25 students from LANL and perhaps several other students.

- **WSMR**
  - B. Green is finalizing arrangements for the second cohort at WSMR which will involve two 16 week courses this fall rather than the 8 week courses used for the first cohort.

- **Presentation skills**
  - As a result of data collected in BA 502, we have learned that presentation skills of MBA students are relatively weak. As a result, B. Green suggests that students be required to make a presentation in each MBA course.

- **BA 502**
  - An upcoming issue for the CEC and the Graduate Committee is the restructuring of the BA 502 class to address the needs of the LANL students. K. Boberg suggested working with LANL program managers in the fall.

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

- **General Education**
  - Kathy Brook distributed copies of a memo from Bill McCarthy, Interim Associate Provost, concerning general education requirements. Starting with the 2006-07 catalog, general
education requirements will be consistent with the state common core of 35 credits and the Viewing a Wider World classes will be listed as graduation requirements rather than as general education requirements.

- Carpet
  Carpet will soon be ordered for department head offices and secretarial offices that have the original peach colored carpet.

- NIMS Training
  At the ADAC meeting yesterday, K. Brook heard a report on NIMS Training (NIMS=National Incident Management System). NMSU is offering training in preparation for a flu pandemic. The university will be constructing a plan for operations in the event of an epidemic and CEC members will need to participate in the training. *K. Brook will provide more information later this week to CEC members.*

- Desk audits
  Dean Carruthers and K. Brook met with Agustin Diaz and Doris Gleason of Human Resources last week concerning the desk audits for nonexempt staff. We are expecting to receive memos from Human Resources within the next two weeks concerning their decisions on reclassifications. Supervisors will then meet with their staff members about the decisions that have been made.

- Leadership Summit
  Dean Carruthers, Tony Popp, Jerry Hampton and Pete Dillaway will be attending the Leadership Summit and a copy of the invitation will be forwarded to B. Daily.

- Conflict of commitment
  At an earlier CEC meeting the need for a college policy relating to teaching at other institutions was raised. Janet Green has referred us to the university policy on conflict of commitment. K. Brook asked members to think about whether the college wants to go beyond the policy manual on this subject.

- Workload Policy
  The workload policy that was approved by ADC was circulated. This proposal will be submitted to the Faculty Senate in the fall.

- Course Change Forms
  Course change forms will soon be circulated to the other colleges in anticipation of the University Curriculum, Committee meeting in September. For the February meeting of the University Curriculum Committee, undergraduate course change proposals should be submitted to the Undergraduate Committee for review and MBA courses to the Graduate Committee. The deadline for these submissions is November 1 (for the February meeting) and March 15 (for the September meeting).

- MW Scheduling
  With classroom space scarce as a result of the closing of O’Donnell Hall there has been discussion by those in other parts of campus about class meeting times that do not conform to the standard schedule – such as MW classes. K. Brook noted that we need to use our space carefully and make sure that we do not have big gaps when classrooms are not being used.

- Tutoring labs
  The accounting tutoring lab has been split into two parts, one of which remains in the hands of accounting; the other is available to others who may need it. K. Brook asked that departments
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<td>notify her if they wish to use the space. She also asked accounting to identify how their space should be furnished and let her know.</td>
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<td>K. Brook distributed information about the plans of the NMSU Admissions Office and then asked for input on the college’s recruitment and retention plan.</td>
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<td>Suggestions included raising standards such as requiring higher ACT scores in order to improve our reputation. This might cause us to lose students in the short run but could give us more students in the long run. Other suggestions involved smaller class size for BUSA 111 or break out sessions with GA’s, encouraging participation in student organizations, advertising to target communities, consulting with Paul Gutierrez on how we might use University Extension for recruiting; collecting data on how the lottery scholarship constraints affect students and asking the legislature for modifications; establishing a structure for an early alert system to identify and assist students who are having trouble in BUSA 111 and BCIS 110; targeting scholarships to recruit students.</td>
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<td>\textit{K. Brook asked that each department head provide a statement to all CEC members by August 4 describing what the department does to support recruitment and retention, how the department and the college could do a better job, and how the department can contribute in making presentations to prospective students.}</td>
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Action/follow up items are in italics.