CEC Work Sessions  
May 14-15, 2007  
Summary Notes

Present: Garrey Carruthers, Kathy Brook, Bonnie Daily, Liz Ellis, Jerry Hampton, Tony Popp, Larry Tunnell, Bobbie Green

Budget requests to be submitted to the central administration were reviewed. Included were requests for a corporate relations coordinator to work with Sylvia Acosta on development of internships and funding; equipment requests including ceiling mounted projectors for classrooms, laptops and projectors for check out, servers to manage software for students and faculty; funding for the start-up of the DED program, expansion of the MBA program, development of university-wide entrepreneurship courses and a two day summer workshop for two year college business faculty in New Mexico.

Career Academy  
The proposed career academy consisting of four sessions over a four week period was discussed. The program will be conducted by Roseanne Bensley from Placement and Career Services and will register students for placement as well as providing them with resume writing skills, etc. Department heads agreed to encourage the offering of extra credit for participation in the career academy.

Expansion of the MBA program  
Recently Bobbie Green distributed a proposed schedule for courses in the MBA program, including Fort Bliss and Carlsbad cohorts. Bobbie currently expects the cohorts to average 15-20 students.

The expenses associated with the MBA program were reviewed along with the funding available from the two LANL cohorts. It was agreed that the LANL funds are sufficient for us to go forward with expansion of the MBA program, especially if we continue to receive some additional funding from the Provost’s Office.

The trade-off between offering more MBA courses and summer teaching was noted. Jerry Hampton asked about our ability to offer summer courses on a contract basis. Kathy Brook will follow up on this inquiry but was told last year that we could not offer contract courses to NMSU students.

For the Fort Bliss cohort Bobbie proposes offering BA 500 as the elective in the MBA program. Discussion focused on whether the Graduate Committee has approved the offering of BA 500 as an elective or whether it is to be used to satisfy prerequisites only. (BA 500 has served as the elective for the White Sands cohort but it is not clear that it has been approved as an elective for MBA students in general.) This question will be addressed to the Graduate Committee.
Dean Carruthers reported on his meeting with the committee chairs from the college and the request that the expansion of the MBA program, and in particular the possibility of an online MBA program, be discussed at the fall convocation.

Hari Sankaran communicated with Bobbie and Kathy following the publication of minutes for the most recent CEC meeting, reminding them that the Graduate Committee has not approved an online MBA program and has expressed the need for proctoring of exams. CEC will ask for clarification on whether proctored exams are required.

It was also noted in the discussion that the Graduate Committee favors a cohort approach to off-campus course offerings.

Kathy suggested the development of information about the admission of MBA students in the various programs (on-campus, WSMR and LANL) such as GMAT scores and undergraduate GPA along with information about student performance in the MBA program. It was also agreed that it would be useful to survey faculty who have taught in the off-campus programs to get their assessment of the general quality of students and their performance.

Bonnie Daily raised a question about our ability to use adjuncts in the MBA program, especially if those adjuncts have not been admitted to the graduate faculty. There are two sets of issues: what are NMSU’s rules and how does the use of adjuncts affect the quality of the program. To date, we have had one adjunct teach MKTG 503 at LANL; two additional adjuncts will be used this summer at WSMR for marketing and management courses. Kathy distributed copies of the university’s policy concerning faculty teaching courses numbered 500 and above.

**Summer CEC meetings**  It was agreed that we will keep the second Wednesday of the month on the calendar for CEC meetings this summer but will cancel the meeting on the fourth Wednesday.

**College Mission Statement**
CEC members were asked to review the mission statement in preparation for the work sessions beginning June 25. Dean Carruthers asked whether the mission statement had recently been reviewed by the Business Advisory Council. Kathy will check with Sylvia Acosta.

**Maintenance of Accreditation Web Page**
It was recommended that we create a web page for materials relating to maintenance of accreditation. Kathy will work on this.

**Participating and Supporting Faculty**
Liz Ellis will draft criteria for participating and supporting faculty for our meetings beginning June 25.

**Academically and Professionally Qualified Faculty**
We have drafted criteria for the purposes of responding to the Business School Questionnaire. At our meetings at the end of June we will review the designations of individual faculty as AQ, PQ and other. Tony Popp, Bonnie Daily and Jerry Hampton will look at the possibility of establishing different criteria for AQ faculty teaching doctoral courses; this relates to the AACSB team visit report from 2002. Adjunct faculty in the MBA program should be reviewed with respect to AQ/PQ status.

**Scope of Accreditation**
Liz will meet with Janet Green concerning the inclusion or exclusion of HRTM from the accreditation process. Liz thinks it is desirable to resolve this issue with AACSB sooner rather than later.

**Expectations of Ethical Behavior**
It was suggested that we first pull together existing materials from the student handbook and the policy manual. Larry Tunnell will do this in preparation for the June work sessions. We will then identify gaps and consider how to proceed, including assignment of this topic to a faculty committee.

**Assessment**
Liz and Bonnie will be attending an AACSB assessment seminar on May 17-18. They will report back to the group; then we will review the status of our assessment efforts to date.

**Diversity**
AACSB’s diversity requirements include diversity of perspectives and discussion of business in a global context. Kathy will do some research on this topic to determine what, if anything, we need to do.

**Intellectual Contributions**
Department heads will complete the AACSB intellectual contributions table for the June work sessions.

**New P&T Policy**
We will need to align the college’s and the departmental guidelines with the new P&T policy. Department heads should review the copy that was distributed by Ed Scribner by email and prepare to discuss the college guidelines this summer.

**Process Manual**
Kathy would like to update the process manual. The old version is on the college web page. Kristel Ward has done some work to make the manual more user friendly. This version will be placed on the web and the link will be sent out to CEC members for review.

**2002 AACSB Team Visit Response**
The draft responses to the AACSB visit in 2002 were reviewed. Jerry and Bonnie have provided drafts concerning research in their departments. The remaining department
heads need to look at this issue as well. The possibility of offering bonuses or summer money as rewards for publications was discussed. Kathy will follow up with Sylvia Acosta concerning the possibility of fund-raising for this purpose. Jerry noted that quality as well as the quantity of research should be addressed. Reduced teaching loads and the opportunity to work with graduate students can be included as incentives for research.

Kathy has written a draft statement with respect to the tracking of degree requirements and the enforcement of prerequisites, including the move the STAR audit and Banner enforcement of prerequisites. We also need to include material on this subject for the graduate programs, including the enforcement of prerequisites for non-MBA students taking MBA courses. Kathy will research whether it is possible to get a Banner report on enrolled students lacking the prerequisites enforced by Banner.

Larry has provided a statement concerning the changes in Information Systems that have brought the number of faculty into closer alignment with the demand for IS courses.

More work needs to be done to address the concern about the college’s strategic plan.

Bobbie provided a list of students admitted to the MBA program under the disconformity policy. She will need to provide a brief discussion of admissions standards and credit for work experience. We will also need to address the admission process for WSMR students.

The next CEC meeting will be June 13, 8:30-10:00 a.m.

CEC work sessions will be held the week of June 25 with details to follow.

Recorded by Kathy Brook