**Present:** Rick Adkisson, Kathy Brook, Bonnie Daily, Liz Ellis, Pookie Sautter, Ed Scribner. John Shonk visiting for first item below.

<table>
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<tr>
<th><strong>MBA Issues</strong>—Request for work experience to substitute for GMAT—John Shonk</th>
<th>DHs serving on behalf of <strong>Admissions Subcommittee</strong> during summer. Discussion of specific request by student—DHs assented to request.</th>
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<td><strong>Enrollments</strong>—K. Brook</td>
<td>DHs should monitor enrollment for fall, especially noting sections that are at or approaching room capacity and classes that have low enrollment. To be discussed Thursday, July 15. Discussion of enrollment in online classes by true distance students v. others. Discussion of questions raised and actions taken or not taken by students as result of their not reading instructions. <strong>Kathy will send out e-mail with helpful information, including fact that some classes are not offered every semester.</strong></td>
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<td><strong>MBA Issues</strong>—Data gathering—K. Brook</td>
<td>Kathy reported on additional data analysis obtained recently. Of 58 MBA graduates in recent three-year period with GMAT&lt;500, 29 graduated with GPA&gt;3.74; 11 graduated with GPA&lt;3.5. Liz recommended computing correlations of course grade with student ratings of teaching.</td>
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<td><strong>Processes</strong> review—K. Brook</td>
<td><strong>Strategic Planning</strong> Process—OK as previously revised, with minor wording change. <strong>Mission Review</strong> Process—OK as previously revised. <strong>Committee Structure</strong>—OK as previously revised. <strong>Final Exam for MBA Students</strong>—Extensive further discussion of association of BA 590 experience and final MBA oral exam. <strong>Liz will draft proposed wording to explain treatment of BA 590, BA 599, or AEEC 599 grade if student does not pass oral exam. Kathy will forward proposal to Graduate Committee.</strong> <strong>Monitoring Curriculum:</strong> MBA—OK as previously revised. <strong>Summer Fellowships:</strong> MBA Students—Remove references to specific named donors. <strong>Evaluation of Teaching</strong>—Pookie will draft proposal to ask Faculty Council to formulate process for evaluation of teaching based on evidence including but not restricted to student ratings of instruction. Departments should discuss this in departmental meetings. Consensus in meantime to retile this section as “Student Ratings of Teaching” and restrict focus to process for conducting student ratings. <strong>Faculty Development</strong>—Change “faculty forums” to “faculty workshops.”</td>
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**Bold** indicates follow-up items.

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**Fall Convocation agenda—K. Brook**

Discussion of items for Fall Convocation.

**Undergraduate Committee**
- Report on communication skills focus and desire for each discipline to develop video on role of communication in the discipline.
- Desire to establish web site on best practices for business writing.

Proposal by ACCT faculty to require ACCT majors to take BCIS 485 rather than choose from BCIS 485, MGT 344, MGT 470.

**Strategic Planning Committee**
- Committee report.
- Process change.
- Mission revision.
- Proposal to merge committee with Budget & Bylaws Committee.
- Faculty referral to strategic plan action items documents on web site; invite to provide input.

Panel discussion on **effective use of graduate assistants**—consensus to defer to a future faculty workshop.

**MBA Issues**
- Introduction of John Shonk to faculty.
- Discussion of MBA remote site considerations, including use of Albuquerque Center, preferences of Sandia students with regard to location of face-to-face sessions and assignment of team members.

Encouragement of grant writing—Invite Vimal Chaitanya

Overview of university recruiting—Bernadette Montoya—Consensus to defer to future CEC meeting.

Faculty **awards**

**New Provost**

Discussion of **BA 590** teaching assignments for fall—McGuckin, Fortin.

Discussion of remnants of **WSMR cohort**. **Pookie will ask Michelle to poll students in MKTG this summer, and, if needed, Kathy will ask John Shonk to call students to determine how many will need BA 590 and/or MGT 590 in fall so that faculty can be deployed efficiently.**

(Continued)
| **MBA Issues—Course scheduling**—K. Brook (cont’d.) | Discussion of schedule conflicts between **BA 590** face-to-face sessions and other courses at remote sites. DHs should provide such schedule information to John Shonk, who should not act on such information if it is provided directly by faculty. |
| **Committee structure**—P. Sautter | **Pookie** is working on a draft proposal for faculty consideration to merge the **Budget Committee** with the **Strategic Planning Committee** because of the intimate connection between financial resources and planning. Committee name to comply with any university policy requiring a budget committee. Bylaws function of Budget & Bylaws Committee might best be taken over by **Faculty Council** as part of shared governance role. |
| **Aggregate reports in Cognos**—K. Brook | Kathy will reserve seats for training by Sponsored Projects Accounting on new Cognos report July 26, 2010, 10:00 a.m. |
| **AACSB table conventions**—L. Ellis, P. Sautter | Liz called attention to issues of start/end dates, persons to include/exclude, and file naming conventions for AACSB tables. Discussion. **Pookie will edit “table conventions” document, and Kathy will ask Jane Lawler, our AACSB liaison, about proper handling of intellectual contributions of faculty based outside the college for tables 10-1 and 10-2.** Consensus that tables should be posted online behind password protection. |
| **Student waiver requests**—K. Brook | Kathy brought two cases forward, one of an undergraduate who wishes to resume studies after a long hiatus. Rose Clark has evaluated his transcript. Consensus that student should take MATH 142, with additional recommendation that he take MATH 121 first. Second case involved student who continues to press for additional course waivers for MBA program. Existing rule permits transfer in of up to 9 credits from AACSB-accredited MBA program; in prior meetings DHs agreed to extend that to 15 for this student. Student wishes to extend to one more course, bring total to 18. Consensus that 15 is as far as we can reasonably go at this time; student should consider waiting to take the course in question in case **Graduate Committee** accepts proposal to allow 18-credit transfer from AACSB schools. Bonnie reported anomalous record in Banner indicating this student had been added to a closed section by an administrator at another campus. **Kathy will investigate.** |
| **Proxies for e-hires**—K. Brook | Kathy polled DHs about having proxies for e-hire process, issue raised by Tony earlier this summer. Consensus that present status is satisfactory. |

**Bold** indicates follow-up items.

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