Department Head (DH) Meeting Notes  
June 15, 2010  


### Glen Yoquelet Graduate Scholarships—K. Brook

Kathy handed out procedures drafted last year before implementation of Scholar Dollars software. Kathy is awaiting an answer from Diane Calhoun at the Foundation as to whether we may reopen the application process. There exists a strong case for doing so for new graduate students. Liz pointed out that it is possible to grant a scholarship outside the context of Scholar Dollars provided relevant criteria are met. **Kathy asked DHs to remind her if they wish to award funds forfeited by students** who receive fall-spring scholarships but graduate in the fall.

**Ed will ask Yolanda or Debra to check on existence of FAFSA** for MAcc students who applied for scholarships but who don’t show up in Scholar Dollars (Kathy believes the relevant Banner screen is called “ROARMAN.” Relevant field is Gross Financial Need.)

Discussion of reopening application process in fall with approximately an Oct. 1 deadline and inclusion of current applicant pool without a requirement to reapply. Further discussion postponed.

Consensus to award $750 for Fall 2010 to each applicant on list furnished by Yolanda if GPA is between 3.5 and 3.74 and $1,000 if GPA is 3.75 or higher.

### Summer MBA fellowships—K. Brook

Kathy reported that there are few applicants for MBA summer fellowships. A Simpson award, which does not require New Mexico residency, was made to Manish Saxena for Summer I. From the Yoquelet fund, Daniel Krohn received an award to work 20 hours for Drs. Boje and Elias Summer I. Questions is (1) whether to award another $2375 for Daniel Krohn to continue with Boje/Elias Summer II. Consensus was that this should be done. Discussion of process for encouraging faculty to apply for this type of summer assistance. One constraint is that Yoquelet fellowship requires NM residency.

### Budget—funding request for fall class coverage—K. Brook

Kathy reported that the funding request to the Provost for staffing of fall courses left open by resignations and retirements has been submitted. Total request is approximately $250,000 to replace $700,000 to $800,000 of compensation represented by vacant lines.

**Kathy will check with Dean Carruthers on status of requests for restoration of vacant faculty lines.**

### University Leadership Council National Best Practice Report, Breakthrough Advances in Faculty Diversity, Lessons on Innovative Practices from the Frontier—K. Brook

Kathy passed around document received at University Executive Council on best practices for recruiting minority faculty. Discussion of recent hires. Discussion of relevance to diversity statement in AACSB Maintenance Review Application.

### Deployment of faculty—K. Brook

Kathy reported that Digital Measures had responded to her request to enable preparation of AACSB Table 2-1. Consensus that each faculty member should be permitted to prepare that table for himself/herself to see if there are any data problems.

(Continued)

**Bold** indicates follow-up items.
### Deployment of faculty—K. Brook (continued)

Kathy will ask Digital Measures for (1) faculty access to Table 2-1, (2) Table 2-2 with faculty access, and (3) updated Table 10-1 with faculty access.

Discussion of relevant time frame for table construction. Pookie handed out "Table Conventions for AACSB" agreed upon previously, with additions under Table 10-1 and Table 10-2. **DHs are to review additions (shaded on document) and report back to Pookie if any objections.**

Consensus that Academically Qualified/Professionally Qualified/Other (AQ/PQ) status determined as part of annual performance evaluation process (e.g., for calendar year 2009) will be considered to apply to the academic year (e.g. 2009-2010) that concludes with the spring semester in which the performance evaluation is completed (e.g., Spring 2010).

**DHs are to prepare Table 10-2 based on most recent annual performance evaluations for regular faculty and add AQ/PQ status for adjuncts by Friday afternoon, June 18. If it appears this deadline cannot be met, DHs are to inform Kathy as soon as possible.**

### Bachelor of Individualized Studies/Bachelor of Applied Studies (BIS/BAS)—K. Brook

Kathy asked DHs for their current view on status of BIS/BAS programs. Consensus that AACSB excluded programs status has been addressed. There remain some basic concerns about the process by which the degree programs were created, the advising process in the College of Extended Learning, and employers' understanding of the programs. Consensus that little if anything could be done in short term to address concerns.

### CIP codes—K. Brook

Kathy needs to turn in documentation at end of June for new courses. **Ed will send her the CIP codes for new BCIS 565 and related undergraduate course.**

### AACSB Maintenance Review Application due July 1, 2010—K. Brook

Liz went over current draft of selected MRA sections. Liz will recheck X marks in boxes related to excluded programs. Ed will submit edits to Liz on MS in Family and Consumer Sciences.

Ethical Expectations—Complete.

Major Changes Since Last Visit—Complete

Responses to Concerns—Complete

Diversity—Complete

Peers

Moved/seconded/carried to remove Grand Valley State from list of comparable peers.

Discussion of other. Consensus to submit following recommended comparable peers with associated data spreadsheet to Dean Carruthers for review:

- Mississippi State
- Nevada (Reno)
- North Texas
- Southern Illinois Carbondale
- Texas A&M International
- Texas State San Marcos
- Wyoming (Continued)

**Bold** indicates follow-up items.
| AACSB Maintenance Review Application due July 1, 2010—K. Brook (continued) | Aspirants:  
Colorado State  
Texas Tech  
University of Texas Pan American  
Washington State  
Competitors:  
UNM  
UTEP |
|---|---|
| Process Review—K. Brook | Kathy handed out excerpts from Process Manual that need to be updated.  
Strategic Planning—Discussion of roles of CEC and Strategic Planning Committee; **Kathy will revise wording.**  
Mission Review Process—Kathy has **updated with DH input.**  
Committee Structure—Consensus to adopt Liz’s suggestion to **delete** as content is covered in Bylaws.  
Final Exam: MBA—Consensus in favor of **updates proposed by Kathy.**  
Pookie handed out model for BA 590-type capstone from University of Richmond. **DHS should review for possible forwarding to Graduate Committee.** |
| Digital Measures—K. Brook | Kathy reported after lunch break that she had submitted requests to Digital Measures for additional AACSB tables, except for Table 10-1, which she confirmed is already available. |
| MBA Issues—Request for Proposals from Los Alamos National Laboratory—K. Brook | Kathy handed out “Scope of Work” Appendix from RFP, along with draft of estimated costs (“MBA Santa Fe Course Fees”) to deliver courses. Schedule of fees assumes mileage 576 round trip, reimbursed at $0.55/mi., hotel cost per night $125, meal per diem $59.  
She reported need to submit list of questions, if any, about the RFP by June 22.  
She reported also on data collected regarding LANL Cohort 5 starting in Fall 2009. Cohort 5 enrollments for LANL consisted of 12 LANL-sponsored employees registered in Fall 2009, of whom 11 completed the fall and spring courses. In ACCT 503, there were also two state employees and a non-cohort student and four additional students. In BLAW 502, there were, in addition to the LANL students, four state employees, five non-cohort students, and five others. In FIN 503, there were, in addition to LANL cohort, three non-cohort students, one state employee, and five others. Data being gathered on MGT 502.  
Discussion of prospective students—most in CFO office hold business undergraduate degrees and thus satisfy prerequisites. |

**Bold** indicates follow-up items.
### MBA Issues—Request for Proposals from Los Alamos National Laboratory—K. Brook (continued)

Discussion of how to state and advertise delivery proposal with respect to proportion of traditional classroom v. online. Kathy handed out "MBA Remote Site Considerations" prepared by Liz last year. Face-to-face classes are generally delivered in four sessions, on Friday afternoons and Saturdays. Online courses involve two faculty visits (e.g., for office hours). Blended courses include two traditional classroom sessions, on Friday afternoons and Saturdays. Liz pointed out appropriateness of aiming for about 50-50 classroom v. online overall, erring on the side of traditional face-to-face (thereby increasing travel costs)

Consensus that proposal should clearly state that two courses will be offered per semester, the last two of which will be MGT 590 and BA 590.

Kathy commented that this week the DHs need to agree on what courses will be offered totally traditionally (face-to-face), totally online, or blended, so that if there is ever a need for a variance we will know what it is on a timely basis. Projected list at this time:

- Traditional F2F: BA 590, MGT 590, BLAW 502, FIN 503, MGT 502, MGT 503, Elective.
- Blended: ACCT 503, ECON 503, MKTG 503.
- Online: BCIS 502, MGT 512.

**For tomorrow’s meeting, DHs should carefully read Scope of Work and identify questions about RFP in addition to the following:**

- Q1: What is meant by the statement that the program will be geared to follow the Laboratory’s calendar schedule? Is there a predetermined “9/80” schedule for all of LANL, or does every other Friday off refer to flex time for individual employees?
- Q2: May non-cohort students be enrolled in the same classes as the cohort?
- Q3: Will there be any students who do not have program prerequisites, and, if so, what are the expectations for accommodating them?
- Q4: Is it a problem that we no longer have an MBA Director?

### Budget update—G. Carruthers

Dean Carruthers stopped in and reported on requests for faculty lines. Kathy and he will meet with Provost today at 4:00.

### “Homework for tomorrow”

Peruse Scope of Work and generate questions for LANL (see above).

Bring process document that we started working on today.

Be prepared to discuss data that should be collected from matriculating MBA students—e.g., interested in specialization?

Try out Digital Measures AACSB Tables (esp. 2-1, 10-1, 10-2).

**Bold** indicates follow-up items.