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| Process Improvement – Swirling – K. Brook (SMP 1/E, 1/F, 1/H) | Kathy invited discussion of how the College should address an apparently upcoming mandate preventing Las Cruces campus students from enrolling in courses at NMSU's community colleges. Of particular interest are the needs of pre-distance education (DE) students, athletes, and others who might need exceptions. Justine reported that when students log in to register, the system formerly showed them only courses on their own campus. Now they must go through “Advanced Search” or the system will bring up all campuses together. Justine reported further that students register in section number order, leading them to try to enroll in section M70 before M71; M70 is restricted to DE courses, causing students to be blocked at that point. Rather than moving to section M71, many students call Advising to ask about the program restriction. Thus Justine recommends DE-restricted sections be numbered M80. **Kathy will follow up on the all-campus course listing issue and the possibility of using a different numbering scheme for restricted sections.**

Deb reported that students tell Advising that Financial Aid has advised them to enroll in two courses on the main campus and two courses at a community college campus to have the advantage of in-state tuition. |
| --- |
| Process Improvement – Connecting Students with CoB – K. Brook (SMP 1/A, 1/C, 1/E, 1/F, 1/H) | Kathy invited comments from Justine and Deb regarding strengths and weaknesses of faculty advising as it currently exists. Consensus that faculty should be encouraged by the facts that (1) their role is more that of a mentor than certifier of compliance with technical curriculum requirements and (2) “advisor error” resulting in student degree completion problems has not been a significant issue. Pookie has developed a message for faculty advisors to send to their advisees. Kathy suggested that an informative welcome message is particularly worthwhile for newly-assigned advisees. Extensive discussion of DE degree completion (2 + 2) programs in MKTG and general business (GB).

- Are the programs growing?
- If not, how can we support them further?
- Should we permit pre-program students take lower-division courses at this campus?
  - The 2 + 2 concept of the programs suggests only upper-division courses at NMSU Las Cruces.
  - Advising on lower-division courses often occurs prior to admission to NMSU Las Cruces.
- Who should advise DE students in GB?
  - This is perhaps the most underserved group with regard to faculty advising. |

**Bold** indicates follow-up items. **SMP n/n** indicates Strategic Management Plan Goal/Objective.
<table>
<thead>
<tr>
<th>Process Improvement</th>
<th>Consensus that STAR degree audit is now sufficiently reliable to allow its use in certification of minors in place of forms currently in use. Student will bring copy of STAR audit to department for signature.</th>
</tr>
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<tbody>
<tr>
<td>Certification of Minors – K. Brook (SMP 1/A, 4/D)</td>
<td>Justine provided materials that are furnished to students at NSR sessions and described the orientation process currently in use. Kathy recommended distributing the materials before the session and requiring students to be familiar with it and to have completed certain steps (e.g., preparation of tentative schedule) before arrival.</td>
</tr>
<tr>
<td>New Student Registration (NSR) – K. Brook (SMP 1/A, 1/E, 4/D)</td>
<td>Steve suggested the idea of a “point person” on the faculty of each department to serve as a primary resource for recruitment. Kathy noted that, given adequate notice, she would be pleased to furnish support such as giveaway materials. Discussion of current process whereby Admissions routes prospective students to department of choice; Deb reported that Admissions sends many such students to the Advising Center rather than departments. Consensus that Advising should call upon DHs for assistance in these instances.</td>
</tr>
<tr>
<td>Student Recruiting – K. Brook (SMP 1/E)</td>
<td>Kathy noted that we have automated many processes that were formerly cumbersome; for example, we should now be able to automate a mid-point degree check for GPA whereby students are prevented from enrolling in upper-division courses not only if they have not completed lower-division requirements but also if they fall short of a prescribed GPA. Justine suggested exploring the value of having a faculty advisor present for student consultation in the Advising Center on a rotating basis among the disciplines. Deb raised the notion of shared responsibility for students on academic probation whereby a student in a major would have to consult with the relevant department head before the Advising Center would lift the registration hold. Kathy handed out as an information item a “Freshman Checklist” used by the University of Oklahoma to aid students in fulfilling their first-year responsibilities in seamless fashion. She also brought the OU “graduation planner” binder as a sample of what one school does to stay engaged with students. Deb asked for assistance in mentoring international students; Pookie suggested involving Delta Sigma Pi members in this effort.</td>
</tr>
</tbody>
</table>

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## Process Improvement – Prerequisite Errors – K. Brook (SMP 1/A)

As reported in June 4 DH meeting notes, because of complications involving basic skills courses, the DHs approved the recommendation from the Advising Center that the Center handle all prerequisite errors. (These arise when a student is enrolled in a prerequisite at the time of pre-registration but does not successfully the prerequisite.)

Further discussion of prerequisite error processing, including content of e-mail message to student and timing of any needed disenrollment.

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## Welcome to Students – College Open House Aug. 22 – K. Brook (SMP 1/F)

Kathy invited input on appropriate events to interest and inform students at open house August 22. DHs should consider the following and propose other ideas:

- Point person for department/discipline as point person for open house.
- Some form of interesting activity in the BC lobby in addition to moving students around the two business buildings.
- Poster sessions.
- Involvement of student organizations.

Pookie suggested a large fish bowl filled with corporate logos – student draws and if can identify the company, student wins a prize.

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## Adjourned 11:10 a.m. Next meeting June 6, 2012, 8:30 a.m., BC 134.

(DH meetings Summer 2012: May 21-22, June 4-8, July 16-20, and July 30-Aug. 3.)

AACSB Tables 9-1, 2-1, 10-1, and 10-2 to be discussed June 7:

- DHs should place AACSB tables on shared drive by Thursday, June 7.
- DHs should print AACSB table copies to hand out at June 7 meeting.
- DHs should be prepared to discuss each faculty member’s AQ or PQ status.

June 6 & 7 meetings are scheduled tentatively as follows:

- Wednesday, 6/6/2012: 8:30-12:00 and 2:30-4:00
- Thursday, 6/7/2012: 8:30-12:00

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