Meeting convened 8:34 a.m. Present: Rick Adkisson (DH-EASIB), Kathy Brook (Assoc. Dean), Steve Elias (DH-MGT), Liz Ellis (DH-FIN), Pookie Sautter (DH-MKTG), Ed Scribner (DH-ACCT/IS).

**Process Improvement – Changing Program Requirements – MBA – K. Brook (SMP 1/C)**

DHo's reviewed CoB Process III(B)(7). Consensus to update committee name and make minor editorial improvements. **Kathy will follow up with Renee Brown to place revised policy on web.**


Kathy and DHo's worked through Table of Contents of CoB Process Manual, noting processes that are due for review and/or deletion. **DHo's should review the CoB process list, focusing on processes related to programs in their departments but also reporting back any additional improvements that should be considered.** The following items were discussed at least briefly:

- I(C)(10) – BBRS Sponsored Programs – Kathy will follow up with Kevin Boberg.
- I(D)(4) – Evaluation of Teaching – Pookie will check to ensure DH-approved policy on scheduling of student course evaluations is posted.
- I(E)(5,6,7) – Processes related to Graduate Faculty – DHo's with graduate programs should review.
- II(A)(8) – Admissions: DED – Rick will review.
- II(C)(4,5) – Advising: MBA – Condense to one item.
- II(D)(6) – Placement: MS in A ST – Rick will review.
- II(E)(4,5,6) – Recruitment: MBA – Delete or condense to one item.
- II(E)(7) – Recruitment: MS in A ST – Rick will review.
- II(E)(8,9,10) – Recruitment: Doctoral – Steve, Pookie and Rick will review.
- III(A)(3,4,5) – Student surveys and dept. majors assessment exam – Liz will follow up with Renee Brown to delete.
- III(B)(7) – Changing Program Requirements – DHo's approved revision today.
- III(B)(8) – Final Exam: MBA – DHo's will review in conjunction with #13 – Instructor Guidelines: BA590; also consider process for thesis option.
- III(C)(1) – Availability of Faculty to Students: Office Hours. Extensive discussion of appropriate means for faculty to be suitably accessible to students in today's digital environment. **DHo's should review for possible revision.**
- III(C)(2) and following – DHo's continue to review items specific to their programs.

**Financial Strategies – Allocation of Teaching Resources – P. Sautter (SMP 4/B)**

Pookie invited discussion of minimum class sizes to justify offering courses, particularly in times of budgetary challenges. This led to discussion of program and course viability in general, as well as sustainability of minors that require offering extra courses. Consensus to continue to monitor enrollments pursuant to stewardship mission and to continue to improve matching of expected section sizes to classroom capacities.

**Student Engagement and Retention – Aggie Welcome Week – K. Brook (SMP 1/F)**

Extensive discussion of possible activities for Open House, focusing on potential involvement of student organizations, College Ambassadors, GAs, Living Learning Communities, faculty point

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| Faculty Pay Increase – Part I of II – Salary Adjustments Related to 2% Compensation Pool – K. Brook (SMP 1/B, 4/B) | Kathy reported that the Dean has added the 0.15% raise pool under his control to the 0.85% pool administered by DHs on a tier-by-tier merit basis. Each faculty member who received 0.85% from the department received 0.15% from the Dean. With the 1% across-the-board raise to satisfactorily-performing faculty, this tier received a total raise of 2%.

The Dean used the remainder of the 0.15% pool to enhance interdepartmental equity in the other tiers. Faculty in the highest tier in their departments will receive raises between 2.46% and 2.60%, including 1% across the board plus departmental and Dean’s adjustments.

As described in previous DH meeting notes, available market-equity adjustments are handled separately from this process. |
| Process Improvement – Swirling – K. Brook (SMP 1/E, 1/F, 1/H) | Kathy reported that she had contacted VP for Student Affairs and Enrollment Management Bernadette Montoya concerning the two questions raised in the June 5 DH meeting about Las Cruces campus students enrolling in courses of other NMSU campuses.

- To the question about the system-wide course menu appearing when students register, VP Montoya reported that this resulted from the recent installation of Banner 8.5.1 and that it is being remedied.
- As for reports from students that Financial Aid and Admissions had advised them to spread their credit hours among multiple campuses, Bernadette responded that this is the only means to get out-of-state students on resident tuition. (Non-resident tuition does not apply to enrollment in fewer than six credits per campus.)

Kathy and the DHs expressed concerns about the second item above but concluded it is outside their area of influence at this point. |
| Stewardship – Graduate Assistant Budgets – K. Brook (SMP 4/B) | Kathy handed out a listing of doctoral graduate assistants in MGT and MKTG for 2012-2013; Steve and Pookie examined and approved it with minor updates. Kathy will follow up on MBA GAs identified previously by Liz and Ed for FIN and IS faculty support. |

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| **Stewardship – Financial Strategies for 2012-2013** | Kathy distributed her latest spreadsheet depicting sources and uses of salary savings, Provost-provided funds, and similar resources needed to cover Fall 2012 courses left open by faculty vacancies of various types. The spreadsheet also contains notations of expected needs in Spring 2013. **DHs should review and return a signed copy of the spreadsheet to Kathy by Wednesday, 6/13/2012.** Kathy reminded DHs that when they transmit a sabbatical application from a faculty member, they should attach a memorandum stating what College funding, if any, will be required to cover the applicant’s classes. There is no assurance that funding will be available; NMSU Policy Manual §7.20.70(E) specifies that long-range department plans should consider the necessity of, and provide for, temporary absences for sabbatical leave. In transmitting the leave request to the dean and provost, the DH should provide assurance that all student needs will be served by the department during the faculty member's absence. In some departments, the absence of one faculty member might place an undue load on the other department members. After a department has taken every step possible to plan for sabbatical leaves, it should submit its proposal to the Dean for consideration. The administration will attempt to accommodate these special cases. Liz recommended putting together Spring 2013 class coverage needs as soon as possible. As to Provost funding for "extra courses," DHs should keep track of courses that receive approval as Kathy has to submit a request for reimbursement at the end of the term. |
| **Process Improvement – Supplemental Compensation, Overloads, Reimbursements, Document Processing – K. Brook (SMP 4)** | Kathy announced that Yolanda Sanchez and Kathy Crawford are convening a meeting of departmental administrative assistants tomorrow afternoon at 3:30 to discuss procedural issues that, when misunderstood, result in processing delays and inefficiencies. Kathy mentioned a number of cases in point, including reimbursements from indexes under multiple jurisdictions and UPS and FedEx shipments, which tend to require special handling. **DHs are invited to attend.** |
| **Process Improvement – Faculty Obligations to Other Units – K. Brook (SMP 4)** | Kathy reminded the DHs of their responsibility as supervisors to be generally aware of faculty time commitments and specifically aware, in advance, of formal commitments to other units. HR procedures that require supervisor approval of such outside commitments cannot be relied upon in all instances as there have been cases of faculty and staff performing services for overload or supplemental compensation without the knowledge of their department head. In addition, DHs have a responsibility to know when a faculty member is out of town during the work week and, certainly, by policy, to be informed when class coverage is needed. Pookie suggested drafting either a College-level or a model department-level policy on faculty absences and extra-departmental commitments. |

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<th><strong>Student Request – Course Waiver – K. Brook (SMP 1/A, 1/D)</strong></th>
<th><strong>Kathy invited DH input on a request from a student to waive the second four-credit laboratory science requirement for an additional degree the student is seeking. Consensus to disapprove request as the last catalog under which only one lab science was required has now expired.</strong></th>
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| **Adjourned 11:40 a.m. Next meeting June 7, 2012, 8:30 a.m., BC 134.** | **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.** |
| **(DH meetings Summer 2012: May 21-22, June 4-8, July 16-20, and July 30-Aug. 3.)** | **Aggie Welcome Week College Open House**  
- Finalize publicity announcement.  
- Achieve progress on activities.** |
| **Other topics – DHs please bring agenda.** | **Other topics – DHs please bring agenda.** |