**Department Head (DH) Meeting Notes**  
**June 8, 2010**


**Yoquelet Scholarships—K. Brook**  
Kathy handed out Yoquelet Scholarship Fund agreement and applicant list, compiled by Yolanda. **If DHs know of graduate students who applied through ScholarDollars and have current FAFSAs, they are to bring the names. DHs should check as to whether they can view applications for students in their departments through ScholarDollars.** Earnings of the fund amount to approximately $21,000, with $8,000 to $9,000 carryforward from this year. **Kathy will look up the relative financial need data.** There is no connection between this award and graduate assistantships.

**MBA – Agribusiness Specialization—K. Brook**  
Kathy handed out existing agreement. Issues to discuss on Thursday, June 10, 2:30 p.m., with Ag Econ faculty and Graduate Committee include representation by business faculty on thesis committees, who decides whether student should be permitted to do a thesis, and relation of thesis topics to business. **DHs should review agreement and be prepared for discussion prior to Thursday meeting.**

**Overview of Administrative Council Meeting—K. Brook**  
Kathy provided summary of Administrative Council meeting that she attended earlier today in place of Dean Carruthers. Proposed university **budget reduction** was discussed only in cursory form, to be posted to the campus community later today (June 10). Before that happens they will send details to deans regarding their areas of responsibility. Internal budget hearing is to occur next Tuesday, June 15. **University Budget Committee** met last Thursday, focusing on tier designations for budget cuts (essential, strategic, etc.) and attempting to minimize impact on filled positions. They proposed to cut more than the current target of 4% to create a pool of funds to (1) address further cuts that might come from the state and (2) be able to set aside funds to reallocate on a strategic basis. If the reduction being disclosed today is accepted, the President is committed to act on the proposal by June 22. Jennifer Taylor has recommended that, if it is accepted, the moratorium on staff positions be lifted July 1.

The Deans will meet this Friday with Provost-Designate Wendy Wilkins to prioritize at least ten faculty positions that Interim Provost Jay Jordan has proposed be released.

No word has been received on funding requests for fall. **DHs may consider using existing funds on emergency basis to cover critical courses, such as core courses in 2+2 program.**

**Assessment—K. Brook**  
Kathy handed out copies of e-mail with Sherry Mills. Sherry will meet with DHs Thursday at 8:30 a.m., with follow-up visit in July. Items to discuss include (1) clarifying lines of communication to enable DHs to know what faculty are or are not doing with respect to assessment, particularly MBA faculty and (2) status and organization of hardcopy and web-based documentation of progress on assessment over recent years.

Bonnie proposed setting up a protected web page showing all assessment assignments and rubrics so there will be no misunderstanding about what is to be done.

**Bold** indicates follow-up items.
**Diversity Documentation** for AACSB Accreditation Maintenance Review Application (MRA)—L. Ellis

DHs and Kathy expressed appreciation to Liz for her draft of how the College addresses diversity and preparing students for a global environment. **All are to forward suggested changes to Liz for incorporation in document by Friday noon, whereupon Liz will send out revised document.**

**Scope of Accreditation**—L. Ellis

Liz reviewed documentation of requests for exclusion developed last summer and currently being finalized. Kathy noted that programs excluded last AACSB visit need not be redocumented. **DHs to send wording changes to Liz by Wednesday night. Tony to write up DED and MA in Econ and check BA in Econ (both Arts & Sciences and College of Business).**

**Expectations for Ethical Behavior**—K. Brook

Liz recommended emulating write-up in the Accounting MRA, which contains ethical standards for College of Business faculty and students. Possible additional items to mention include Daniels initiatives, disciplinary policies in Student Handbook, ASNMSU student code, and NMSU conflict-of-interest policy.

**Issues since last AACSB visit**—K. Brook

Cleared, as documented by correspondence from AACSB accompanying template for Maintenance Review Application

**AACSB Accreditation Maintenance Review Application** Due July 1 (Major changes in financial resources, etc.)—K. Brook

Kathy handed out revised list of changes in financial resources, facilities, other infrastructure, deployment of participating and supporting faculty and academically and professionally qualified faculty overall and across programs, disciplines, and/or locations since the last AACSB review. DHs supplied minor suggestions, noted by Kathy. **(See also College Process Manual.)**

**Selection of peer institutions, aspirants, and competitors**—K. Brook

Extensive discussion in follow-up to research done last summer. Consensus that appropriate peers would be Colorado State University, Grand Valley State (Michigan), University of Nevada (Reno), University of Wyoming, Texas State San Marcos, and Southern Illinois Carbondale. A good list of aspirants would be Washington State University, University of Texas Pan American, and possibly Texas Tech. Competitor list would be UNM, UTEP, and possibly Texas Tech.

**Request for AACSB visit**—K. Brook

Consensus that Season I (Fall 2012) would be slightly preferable to Season II (Spring 2013).

**Fifth-year maintenance of accreditation report due Summer 2012**—K. Brook

Postponed. To revisit later in summer.

**Mission Statement Summary**—K. Brook

Discussion of wording and placement of items in expanded mission statement, specifically statement of research emphases and student population descriptions for business programs. Kathy awaiting demographic profile data from Student Information Management. **Kathy noted we need to review process manual as to strategic plan approval process.** Goal is to bring proposed mission statement revisions before faculty at fall convocation.

**Bold** indicates follow-up items.