**Department Head (DH) Meeting Notes June 9, 2010**

Visiting during portions of afternoon session—Dean Carruthers.

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<th><strong>AACSB Maintenance</strong> Review Application due July 1—Comparable Peers—K. Brook</th>
<th>Extensive discussion and information exchange on numerous potential peer institutions and aspirants. Discussion of weighting of metrics such as operating budget, number of faculty, average ACT score. Data obtained from AACSB data repository and US News &amp; World Report annual study. Tentatively agreed on primary peers Texas A&amp; M International (Laredo), Grand Valley State (Mich), Nevada (Reno), Texas State (San Marcos), Wyoming, and Southern Illinois (Carbondale), with backups of West Virginia and Mississippi State. Dean Carruthers came in during afternoon session and furnished input that led to addition of U. of North Texas (Finley Graves) to list of peers and possibility for further research on Tulsa and maybe Angelo State. Aspirant list so far is Colorado State, Texas Tech, UT Pan American, and Washington State, and maybe Oklahoma State. Liz working on table displaying key attributes.</th>
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<td><strong>AACSB Maintenance</strong> Review Application due July 1—Ethics Statement—K. Brook</td>
<td>Kathy handed out latest draft of required statement on ethics—appeared basically ready for prime time.</td>
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<td><strong>AACSB Maintenance</strong> Review Application due July 1—Statement of Major Changes—K. Brook</td>
<td>Kathy handed out latest draft of major changes in infrastructure, faculty deployment, etc. Tony will verify nomenclature associated with Econ certificates and specializations. Otherwise document basically ready for prime time.</td>
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<td><strong>MBA Transfer Credits</strong> Evaluated by Departments—K. Brook</td>
<td>Kathy asked for guidance from DHs on processing of MBA transfer credit evaluations. Consensus for Pookie’s recommendation that MBA Advisor be empowered to evaluate transfer credits from AACSB schools, with help from DHs if needed; DHs would continue their involvement for non-AACSB transfers and for AACSB transfers where a course match is not obvious. Reminder that only nine credits are normally accepted by way of transfer under current policy.</td>
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<td><strong>BA 590</strong> Issues—K. Brook</td>
<td>Rick provided BA 590 procedures, including requirement for recording BA 590 presentations. DHs to remind instructors assigned to BA 590 of the procedures, with Tony and Ed to do so immediately for Tom McGuckin and Bill Smith this summer. Discussion of role of graduate assistants (from MAcc) in support of BA 590. Only role mentioned so far is assisting students with accounting aspects of BA 590 projects, a weakness perceived by Tom and Bill. Tony and Ed to ask Tom and Bill for their support needs in terms of (1) GA help and (2) recruitment of faculty to serve on BA 590 committees. Discussion of long-term sustainability of BA 590 in present form, given demands on faculty mentoring committees and need to staff the course on regular basis. Discussion of ambitiousness of BA 590 learning outcomes.</td>
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**Bold** indicates follow-up items.
Report from Dean Carruthers

Dean Carruthers reported on meeting of SW Business Deans in Santa Fe; commented on budget constraints faced by most, accreditation considerations from Jerry Trapnell, Chief Accreditation Officer for AACSB.

Commented that FY11 administrative budget reduction plan is being posted today, with $5.4 million in cuts across Las Cruces campus with a little over $100,000 coming from College of Business. Reorganization of lines of direct reports and abolition of some offices discussed briefly. Details at http://budgetupdate.nmsu.edu/.

Liz pointed out need for Fall 2011 funding right away for key courses (e.g. in 2+2 program). Kathy will get existing list of coverage needs to Garrey.

MBA Specialization in Agribusiness

Kathy invited DHs to revisit handout from yesterday. Issues to discuss with AEEC guests tomorrow (2:30 BC 134) include (1) specification of process for approval of student to take thesis option and role of business faculty therein, (2) appropriate relation of thesis to business disciplines, (3) and composition of thesis/orals committee. Pookie suggested that the topic have substantive content in accounting, management, finance, or marketing and that the committee include a faculty member from whichever of these disciplines is emphasized plus one other business faculty member. Student must put together thesis committee and present proposal for approval. Kathy will write up proposed processes for purposes of discussion.

Joint degree program between BS in Engineering and MBA—K. Brook

Program allows engineering undergrads to earn MBA in shorter than normal time frame by permitting 12 credits of graduate work during undergrad program—6 that count toward both bachelor’s and master’s and 6 taken as senior petitioner that count only toward bachelor’s. Kathy handed out old draft of concept paper that now requires updating. Discussion of engineering and other courses that could satisfy MBA prerequisite knowledge requirement. As result of much discussion, aligned prerequisite knowledge requirements with those of regular MBA, ending up with the following areas and selected courses:

- Financial Accounting—ACCT 252
- Macroeconomics—ECON 251G or ECON 304
- Calculus—MATH 142G, MATH 191, MATH 192, or MATH 291
- Finance—FIN 341 or (Liz checking content of the following) IE 451 or CE 450 or CHE 451
- Management—MGT 309, MGT 332, MGT, 315G, MGT 453, or IE 453

Creation and Distribution of Goods and Services—ACCT 251 and MKTG 303

Student must follow guidelines for course sequencing to avoid problems with prerequisites for BA 590, etc. Ed will provide guidelines for joint Bachelor/Master of Accountancy to Kathy for use as sample document.

**Bold** indicates follow-up items.
**MBA issue**—mixing non-cohort students with **Sandia cohorts**—K. Brook

Concern raised by Sandia students this summer that admitting non-cohort student (e.g., main campus student who needs course at a certain time, especially in summer) to a cohort complicates group work, which Sandia students prefer to perform on their site. Additional concern raised this summer where one section of BA 590 is meeting at NMSU Albuquerque Center, contrary to wishes of Sandia students, who prefer to meet on their site.

Uncertainty about existence of future Sandia (and LANL) cohorts complicates policy decisions. In any case, **faculty must be made aware of such idiosyncrasies of online course for remote-site cohorts.**

**Financial strategies—management of software and database licenses**—T. Popp, P. Sauter

Tony reported apparent need to maintain an unused SPSS user license @ $400 to prevent future price increase to $3,200 should that slot be forfeited. Pookie reported negotiations in process to clarify the SPSS funding picture, with target completion date of Friday, June 11.

Discussion of overall financial strategies for managing **subscriptions** to SPSS, SAS, Compustat, CRSP, etc., for research and PhD instruction and SAP, etc., for general instruction. Compustat and CRSP have been viewed as funded through salary savings, the absence of which portends serious problems. Bonnie has gathered input from MGT faculty on usage requirements. Other DHs have information of similar nature. Consensus that this topic should receive further study.

**Scholarship Funds—balance report**—K. Brook

Kathy handed out sample schedule prepared by Kathy Crawford showing balances of selected scholarship funds. Notified DHs that such schedules are available online through Banner.

**Digital Measures Changes**—K. Brook

Kathy provided handout of communication from Digital Measures recommending changes to input screens associated with generation of AACSB tables 2-1, 2-2. DHs approved all recommended changes.

**Selected agenda items for tomorrow**—K. Brook

Kathy compiled three-year data profile of MBA students; requests input as to what additional data items are needed for any purpose, including response to community college summit requirements, so she can put GA to work on these.

**Assessment**—Sherry Mills will come to provide briefing and receive suggestions.

**Agribusiness specialization**—AEEC reps here 2:30 June 10.

**AACSB annual conference** (Sept. 26-28) agenda—will discuss.

**Bold** indicates follow-up items.