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students were willing to travel to Santa Fe for classes.

John Shonk asked for guidance on accepting prerequisite (background knowledge) credits from various online institutions for which we might have quality concerns. Discussion of quality issues and accreditation of certain institutions. Liz reported a recent syllabus analysis that showed the 300-level finance course at one of these institutions was equivalent to one-third of FIN 341. Liz also reminded group of undergraduate transfer policy, which basically accepts equivalent courses from programs with business accreditation or covered in the NM articulation matrix. Others require student to furnish syllabi and/or other supporting documentation to demonstrate course equivalence.

**At May 24 DH meeting John Shonk will provide a draft proposal on how to handle prerequisites from online institutions.**

John Shonk asked for guidance on enforcing policy that “Students are expected to complete the background knowledge courses within the first year of admission to the MBA program.” Consensus that it is more important that they complete these prerequisites before enrolling in MBA courses than that they get them completed in one year. DHs instructed John to place registration holds on students who have not completed the prerequisites.

John Shonk asked about a student who enrolled in ACCT 503 during the early enrollment period while taking prerequisites ACCT 251 and ACCT 252. Before it was discovered that he had only “C” grades in these prerequisites, he had already completed ACCT 503 (with an “A”). Discussion of process for disenrollment of students who do not complete prerequisite requirements. On a sporadic basis, departments receive at the beginning of the semester an exception report from the Registrar’s office listing students who pre-enrolled in courses while enrolled in prerequisites but who did not end up completing the prerequisite requirements. Discussion of what to do in the absence of this list. Consensus that a syllabus warning would be desirable and that some kind of manual process for checking prerequisites will be needed. **John Shonk agreed to draft a proposal for his process for the May 24 DH meeting.**

**Process Improvement – MBA Remote Sites – Further Discussion – K. Brook**

Further discussion of how to deal with uncertainties about forming new remote site cohorts in Fall 2011. Both the Dean’s direction to go ahead and the necessary commitment of funds by the Provost are currently in suspense, thus complicating registration of individual students for fall.

**Kathy will ask Dean Carruthers for a decision; if a decision is not forthcoming, DHs will wish to discuss the issue directly with the Dean.**

The contract-course approach is not readily available, and prior funding received from LANL cannot be used to pay faculty.

**Bold** indicates follow-up items.

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| Process Improvement – Communications with Dean – K. Brook | Kathy and DHs noted that the Dean has reduced the amount of time he spends with CEC. Kathy pointed out that it is often helpful for her to have DHs present when making requests of the Dean. DHs agreed to attempt to engage the Dean more in the decision-making process. |
| Continuous Quality Improvement – Fifth-Year Maintenance of Accreditation Report – K. Brook | Kathy reported that she is meeting with Carmen Santana-Melgoza at 9:30 a.m. May 12 and will report back to this group on the status of the draft of the Fifth-Year Maintenance Report (5YMR). Kathy handed out Page 1 of the 1/26/2011 DH Meeting Notes containing steps taken and planned at that meeting. Kathy provided a handout outlining the contents of the 5YMR. Discussion of AACSB tables and related conventions drafted by Pookie. Pookie will resend the file. DHs will need curriculum vitae of instructors not in Digital Measures. |
| Financial Strategies – Yoquelet/Simpson Fellowship Update – K. Brook | Kathy provided a handout showing current allocation of Yoquelet/Simpson Fellowship funding, which provides graduate student assistance to faculty. Discussion of strategies for using about $6,000 unallocated for Summer I. Further discussion tomorrow (May 12). |
| Process Improvement – Summer Hiring – K. Brook | Kathy reported that HR is using a spreadsheet approach in place of the E-Hire system this summer. Janice Wright sent spreadsheets to departmental administrative assistants yesterday. There is a tab for persons who have previously worked for NMSU and a separate tab for new hires. The best available information on the process suggests that the spreadsheets will need to be printed and signed by the relevant DH and Kathy. DHs should be alert to late-breaking information on the spreadsheet process. |
| Strategic Management Plan Goal 1 – Action Item 1 – Graduate Program Improvement – K. Brook | Discussion of vision and strategic management of MBA Program and day-to-day operations of the Program. Consensus that the strategic and day-to-day tactical operations can be usefully separated for purposes of planning. DHs and Kathy noted somewhat of a disconnect between the overall program and the faculty. Some DHs suggested that restoration of a carefully structured MBA Director position with adequate accountability would help to support advocacy for the Program and a nexus for faculty identification and communication with the Program. Some DHs pointed to Kathy’s and DHs’ broad range of responsibilities that force the MBA Program to be one among many priorities. Some suggested that we are trying to serve too many constituencies simultaneously. Some pointed out that not all issues, such as sustainability of BA 590 delivery, are related to remote-site delivery. Kathy remarked that the day-to-day operational work that she deals with has diminished recently and most commonly involves judgments to resolve exceptions. Some advising is more efficiently carried out with groups rather than one-on-one; one-on-one advising requires going through the same checklist numerous times. Thus it would help to have group orientation sessions for new MBA students. John suggested a faculty advisory board for the MBA Program. Some complications are inevitable as we try to balance efficient strategies |

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| Continuous Quality Improvement – Fifth-Year Maintenance of Accreditation Report (5YMR) (cont’d.) – K. Brook | Group resumed discussion of 5YMR. The only new degree since the last AACSB visit is the Doctor of Economic Development (DED), which has been excluded from the scope of accreditation and thus should not be listed as a new program. Discussion of intellectual contributions. Kathy will try to run Tables 2-1 and 2-1 at College level for tomorrow’s meeting, with further department-by-department analysis to occur May 24-26. DHs should bring their Tables 2-1 and 2-2 May 24. Discussion of infrastructure supporting intellectual contributions, including CRSP, Compustat, policy structure (P&T incorporating performance evaluation process), Fulton funding for research/mentorship, awards programs. Pookie noted that the value of the intellectual contributions relates strongly to how they contribute to the mission and its relative emphases on discipline-based, practice-based, and pedagogically-based research. |
| Service to Students – Support for DED Student on Unpaid Internship – R. Adkisson | Rick asked whether any funding is available that could be appropriately used to provide limited support to a DED student on unpaid internship in New Orleans. Rick will bring further information tomorrow. |

Bold indicates follow-up items.

Adjourned 3:30 p.m. Next meeting 10:00 a.m. May 12, 2011, BC 134.