Meeting convened 10:03 a.m.  Present:  Rick Adkisson (ECON/IB), Kathy Brook (Assoc. Dean), Liz Ellis (FIN), John Loveland (MGT), Pookie Sautter (MKTG), Ed Scribner (ACCT/IS).  Visiting for agenda item below on evaluation of teaching: Chris Erickson (Faculty Council).

### Scope of Accreditation – Bachelor of Individualized Studies and Bachelor of Applied Studies Programs – K. Brook

Group resumed discussion of how to constrain BIS and BAS programs to not more than 30 credits in business subjects.

Kathy handed out copies of draft memo to Dean Bobbie Derlin, College of Extended Learning. The memo explains in an introductory paragraph that we do not want the BIS and BAS programs to have the appearance of accredited business degrees when they are not. AACSB International guidance requires that the credit hours taken in such programs not exceed 25% of the student’s total credits. We wish to operationalize that limitation by ensuring that not more than 30 business credits apply to the BIS or BAS degree program.

Kathy handed out sample data for a student who has been taking courses in the College of Business for a long time and has been inquiring about transferring a large number of business courses into a BIS or BAS degree program.

Tentative consensus that the memo to Bobbie Derlin should contain wording like the following after the introductory paragraph, along with a request that these restrictions be noted in the catalog and web materials as soon as possible:

To provide such assurance, the College of Business requests that

- Effective June 1, 2011, no student who has completed 30 or more business credits at NMSU be admitted to the BIS or BAS program. Business credits would be defined as courses with College of Business prefixes.
- No more than 30 semester credits of business course work (including transfer credits) be counted toward a BIS or BAS degree. For this purpose, business courses include courses with titles that include any of the following terms: accounting, business, commerce, commercial, economics, economic, finance, financial, information systems, management, managerial, marketing.

An additional paragraph will provide notice that the College of Business will not certify minors in business for BIS and BAS students who begin these programs at the beginning of Fall 2011 or later. Ed suggested a STAR Audit flag might be useful in enforcing this.

Consensus that BIS and BAS programs should not serve as an “escape hatch” for students who do not conform to curriculum requirements in an academic college. Kathy and DHs agreed that it is important to seek an efficient and reliable, preferably automated, way to ensure that BIS/BAS students do not take more than the allowed number of business credits.

**Rick agreed to contact UTEP and UNM business schools to find out how they handle this scope issue.**

**Bold** indicates follow-up items.

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| Process Improvement – Enforcement of Upper-Division Prerequisites – K. Brook | Discussion of business students who violate curriculum rules that are difficult to enforce. For example, the faculty require that students demonstrate sufficient academic maturity for upper-division coursework by completing a comprehensive set of lower-division courses. In fact, registration holds for upper-division courses are placed on such students until they respond by contacting the Advising Center to complete their registration. When the Advising Center removes the hold, the students, by virtue of online self-registration, can withdraw from the needed lower-division course(s) and register for the upper-division course(s) previously covered by the registration hold. Thus enforcement becomes highly labor-intensive.

**Kathy will follow up on a requested report from Nate Whitten showing students taking upper-division business courses without having completed lower-division calculus and statistics.**

Discussion of returning to the former practice of designating students as “Pre-Business” students until they have completed certain lower-division requirements, at which time they would be admitted to the major of their choice. Kathy handed out a sample application form for admission to a major at UNLV. At NMSU, permitting and even encouraging students to select majors earlier was a strategy designed to enable students to identify with a discipline and connect in a more meaningful way with the College early in their programs.

A possible alternative to the Pre-Business designation would be “Pre-Accounting,” “Pre-Marketing,” etc.

In the interest of reducing the labor intensity of enforcement, Liz suggested a program code equivalent to the coding for a major that would be reserved for students who violate the rules controlling enrollment in upper-division courses. Student would be reclassified from academic major to this new program code, which would not permit the student to enroll in further upper-division coursework until completion of the lower-division requirements. At that time, the student could apply for readmission to the academic major.

Kathy has asked the Office of the Registrar to furnish a report that shows students who are changing majors. Each college on campus has students transferring in from other colleges on campus. These students often have not completed lower-division requirements of their destination college but cannot be advised directly because their presence is unknown. This is a university-wide issue, and no report has yet been obtained. |
| Service to Students – New Student Registration – K. Brook | Kathy reported that the College’s group orientation at NSR sessions has been challenged. Consensus that it is the only access the College has to incoming freshmen that permits explanation of “big picture” knowledge such as the importance of checking nmsu.edu e-mail. Consensus that it would be helpful to know more about what is done in sessions before the students reach the College sessions. Otherwise, it becomes problematic to document that students have been fully informed of policies and procedures important to their success. |

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**Process Improvement** – Evaluation of Teaching – C. Erickson

Chris Erickson, representing the Faculty Council, distributed a proposed College of Business process document on evaluation of teaching and requested that it be placed on the Fall 2011 College Convocation agenda. Discussion of issues related to evaluation of teaching. DHs and Kathy agreed to place the proposal on the Convocation agenda.

**Process Monitoring** – Procurement Card Transaction Audit – K. Brook

Kathy announced that external auditors will be examining procurement card records by the end of May and that DHs should ensure that P-card transaction documentation records are readily available.

**Financial Strategies** – Fulton Fund Research Expenditures – K. Brook

DHs are asked to complete their journal entries transferring charges for approximately $6,000 of research/research mentoring-related expenditures to the Fulton index from the departmental operating index.

**Financial Strategies** – Yoquelet/Simpson Fellowship Funding Update – K. Brook

Discussion of Summer I support in the form of graduate student service fellowships for work requested by Judy Weisinger, Arash Azadegan, and Grace Ann Rosile. Rick brought additional proposal. Consensus to support requests from all the above. Kathy will compute final allocation and notify relevant faculty. DHs should emphasize to faculty the importance of using the funding prior to June 30 fiscal year end.

**MBA Advisor Assistance** – L. Ellis

Liz reported that her department is in process of hiring a work-study student this summer and that she can free up hours for the student to assist in the MBA Office if needed.

**Scope of Accreditation** – Bachelor of Individualized Studies (BIS) and Bachelor of Applied Studies (BAS) (continued) – K. Brook

Kathy distributed revised memo to Bobbie Derlin. Discussion and minor modifications. It was also noted that the forms for College of Business minors should contain warnings that students admitted to the BIS and BAS programs Fall 2011 or later are not permitted to obtain business minors. Kathy will convey this to Renee Brown.

**Continuous Quality Improvement** – Fifth-Year Maintenance of Accreditation Report (5YMR) – K. Brook

Kathy and DHs resumed review of elements of 5YMR. Kathy reported that Carmen Santana-Melgoza is making progress and has submitted data requests to Institutional Research. Kathy will get further update from Carmen by May 24.

Rick will read the standards in preparation for AACSB workshop in June. He will ask any remaining questions that are not covered in AACSB instructions about inclusion of AT faculty in certain tables and extent of duplication of accounting program information in College report and Accounting report.

Consensus to reduce Ed’s participation in College 5YMR to enable him to focus on separate accounting 5YMR, with appropriate collaboration.

**Strategic Management**

*Mission Statement and Summary of Strategic Plan or Framework*

Summer 2007 saw shift from Living the Vision to a more College-specific strategic management plan tied to Living the Vision. Items to discuss include faculty and BAC input processes and creation of SMAC in Fall 2010; review Convocation agendas and/or notes.

**Bold** indicates follow-up items.
**Strategic Management Planning Process and Outcomes**

Kathy will write up a description of the process; DHs should prepare to discuss outcomes.

**Financial Strategies**

One-to-three-year action items and financial plans to achieve them. Should include anticipated sources and timing of funding (see Standards 4 and 5 for definition and interpretation.

**New Degree Programs**

Not applicable (DED excluded from scope).

**Intellectual Contributions**

Kathy handed out Table 2-2 for the College as a whole. She will distribute Table 2-1. DHs will also run Table 2-1 for their departments for May 24 meeting.

DHs must ensure that all faculty have entered all relevant data in Digital Measures by this time next year.

A basic data issue is entry of an intellectual contribution by one author using the drop-down list of faculty to list coauthors while another author enters the contribution again, not using the drop-down list. This creates discrepancies that have to be tracked down and eliminated.

A good convention is that only the first NMSU author on the intellectual contribution enters the item and uses the drop-down list for all NMSU coauthors.

Kathy will run some Digital Measures reports for John to assist him in becoming familiar with the table reporting function.

All DHs are thus working on the intellectual contributions portion of 5YMR.

**Participants**

**Students**

With regard to students, changes in admissions criteria, student services, etc., since last AACSB visit should be noted. Kathy will obtain ideas from Advising Center.

Liz will consult with Career Services and will check HLC accreditation report to obtain information on services that have changed since prior AACSB visit. Resume workshops in BC bldg, FIN courses that bring Career Services reps in to speak, Kevin Johnson’s funding of IS mentors, the College Ambassador Program,

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and accounting’s Professional Development Seminar are relatively new.

Faculty

Rick agreed to examine the last AACSB report and the process manual for new material not in last AACSB report. If he notices any errors in the process manual, he will bring it to this group’s attention.

Items to discuss include brief overview of hiring processes, steps taken to obtain diverse applicant pool, recruiting at national meetings, the NM Minority Doctoral Loan for Service Program, etc.

With respect to faculty development, there are Teaching Academy workshops, ADVANCE, which includes formal mentoring; with respect to evaluation/reward systems, there are the new P&T policies, implementation of Digital Measures, alignment of performance evaluation process with P&T, Mercer Study, endowed chairs, professorships, etc.

Tables

DHs should confirm to Kathy by May 20 that faculty AQ/PQ/Other status is correct and up to date in Digital Measures as of the most recent performance evaluation. The menu path for this data item is Activities Database Business → Manage Data (in left frame) → Select user from drop-down menu → Continue → Administrative Data Yearly Data → Edit (for 2010-2011) → AACSB: Qualification (select status from drop-down menu).

Assurance of Learning (AOL)

Curricula Development

DHs and Kathy will consult with Sherry Mills on AOL materials (plans, results, curriculum improvement activities such as critical thinking workshop initiatives).

Discuss reduction of emphasis on business process integration at undergraduate level (elimination of BUSA 365 and 422); discuss increased use of learning technologies.

John and Pookie will draft AOL discussions for MGT and MKTG PhD programs, respectively.

Pookie estimates 20 pp. for AOL in main 5YMR (6 total for PhD programs and 7 each for BBA and MBA).

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