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 first three items below: Dean Garrey Carruthers.

| MGT Department Head Search Process – G. Carruthers | Garrey reported that he has been in discussions with the Provost regarding staffing the Management Department Head Position. The external search having ended, the Provost is willing to consider an internal search. Discussion of tenure issue should an internal candidate be untenured. Consensus that, if necessary, extending tenure to a well-known internal candidate is as reasonable as extending tenure to an external candidate, which has been our policy. There is uncertainty as to whether the position is funded effective July 1, 2011. The external candidate was expected to assume duties in mid-August. |
| Scope of Accreditation – Bachelor of Applied Studies (BAS) and Bachelor of Individualized Studies (BIS) Programs – G. Carruthers | Noting the necessity of compliance with AACSB guidelines for clear distinction between the BIS/BAS degrees and accredited business degrees, Garrey reported that he will be communicating to Dean Derlin of the College of Extended Learning the urgency of allowing no more than 30 credits of business courses to count toward either of those programs and of our excluding those students from business minors. **Kathy will draft the BIS/BAS memorandum.** |
| Los Alamos National Laboratory (LANL) MBA Cohorts – G. Carruthers | Garrey reported communication with Leo Jaramillo at LANL regarding the Lab’s desire to continue the remote-site MBA program. Discussion of logistics and funding. Although a new cohort could be worked into scheduled courses in Fall 2011, there would not be time to recruit a solid cohort; estimated funding needs amount to $25,000 the first year and an additional $100,000 to complete the cohort’s program. The Provost has been entertaining the idea of earmarking the related tuition revenue to fund the program. [Dean returned in afternoon after discussing further with Provost. President did not turn down the tuition earmark concept. The Provost asked why the second-year cost (est. $100,000) is greater than the first-year cost (est. $25,000), a circumstance that derives from the ability to work a new cohort into existing course offerings the first year but having to staff new offerings the second year. The Provost also asked whether LANL would be willing to pay a premium. Dr. Nancy “Rusty” Barceló, President of Northern New Mexico College, was mentioned as a possible partnering resource for delivery of instruction to constituents in the Santa Fe area. E-mail address is nbarcelo@nnmc.edu. See further LANL discussion below. |

**Bold** indicates follow-up items.

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### MBA Issues – K. Brook

Ed asked about a remote-site MBA student who is seeking to add a closed section of ACCT 251 Summer 2011. Student took ACCT 503 before automated prerequisite checking process was in place. This type of problem has been cleared up for the future. What has not been cleared up is how to enforce overall program prerequisites that are not prerequisites for specific MBA courses. Pookie pointed out that there is content in background (program prerequisite) courses that is not necessarily covered in the MBA courses, lending importance to background courses per se.

Kathy suggested that for strategic management planning purposes we address the following issues later in the summer:

- What is the nature and quality of advising available to remote-site students?
- What are the implications of student success in business programs despite limited mathematical skills?

Kathy invited the group to revisit the case of another student who is seeking readmission to the MBA without having to take the GMAT. This student had been admitted previously on work experience and had made “C” grades in two MBA courses. John Shonk has calculated that this student earned a 3.508 GPA in the last 61 credits of undergraduate work. Consensus to readmit on proviso that the student complete ECON 503 and MGT 502 with a grade of B or better.

Discussion of according value to ACBSP accreditation in the MBA admission standards. Consensus to revisit this issue later in summer.

### Financial Strategies and Stewardship – Building Repair and Renewal – K. Brook

Kathy reported that the Office of Facilities and Services has determined that two BRR requests fall under the category of maintenance that OFS has committed to carrying out. One is Guthrie Hall air quality improvement; OFS reports a remaining cost of $10,000 to complete this maintenance project. The other is lighting in BC 343, to which OFS will attend.

Remaining BRR requests are for recarpeting the back of the computer lab (cost est. $49,000) and improving ventilation in Guthrie 303 (cost est. $17,000).

### Strategic Management Planning – DH Tracking Tool – K. Brook

Kathy led discussion of strategy for achievement of summer goals, using the Summer 2011 Tracking Tool handout. (Only selected items indicated below in bold typeface as all items are tracked on the tracking tool.)

- Journal entries to reclassify research charges from departments to Fulton – completed.
- Draft Yoquelet Graduate Scholarship criteria – **Ed has completed first draft and will bring copies this week.**
- Select MBA GAs for Fall 2011 – **John Shonk to provide list of applicants sorted by GMAT and GPA.**
- Find MGT faculty member to supervise BA 590 for student entering MGT PhD Program–Steve Elias and John L. are working with the student.
- Seeking assistance from IB faculty in curriculum improvements

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| Strategic Management Plan Outcomes – K. Brook | DHs should provide Kathy with achievements related to Strategic Management Plan. |
|Summer Work Items on Web – K. Brook | Kathy working with Renee Brown to place summer work items in one convenient place on web site. Additionally, items that can facilitate visitation team’s work can be listed in one convenient place, with appropriate links. |
|Faculty Development – Knowledge of AACSB Processes – K. Brook | Kathy will distribute digest of AACSB Standards to DHs for use in faculty development and student organization orientation to continuous improvement processes. |
|5YMR Draft – K. Brook | The following initial drafts are complete or in process:  
• PhD Program assessment – drafted – Pookie.  
• BBA Program assessment – in process – Pookie draft by July meetings.  
• MBA Program assessment – in process – Liz draft by July meetings.  
It was noted that Sherry Mills is scheduled to return from Ireland June 9 and is willing to help with assessment summary. Kathy will summarize selected curriculum changes with respect to which ones have occurred as a result of assessment and which ones have occurred as result of other factors. |
|Intellectual Contributions – Tables – K. Brook | Kathy handed out recent changes in AACSB policy for Table 2-1.  
Discussion of Digital Measures data entries for intellectual contributions – first NMSU author listed in the work should enter the item in Digital Measures. Liz suggested running Table 2-1 with citations so we can see who entered which items and then go in and repair any erroneous entries.  
Pookie will distribute revised table conventions.  
DHs agreed to refine by June 14 meeting the following tables using the date ranges and criteria specified in the table conventions, with the five-year tables running 07/01/2006 – 06/30/2011.  
• Table 2-1  
• Table 9-1  
• Table 10-1  
• Table 10-2  
DHs should not spend time confirming items in the 2006-2007 academic year, which will drop off the tables when they are run in 2012.  
Kathy reported that the associate deans’ AACSB discussion list reveals that no one has found a satisfactory way to generate some of the data in Table 10-1 from Digital Measures. Liz agreed to look into this. |
| Participants – Faculty Qualifications – K. Brook | DHs reported having updated Digital Measures with current AQ/PQ/Other classifications.  
Kathy will bring names of faculty not in Digital Measures for classification as AQ/PQ/Other for purposes of the Business |

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| **School Questionnaire (BSQ).** | Relevant DHs should disenroll students listed on recently distributed Registration Errors spreadsheet. Students who pre-enrolled in courses while they were enrolled in one or more prerequisites but who failed to complete those prerequisites appear on the list as “Prerequisite Required.” **DHs should ask Nate Whitten in Advising to disenroll the students and should also notify the students of this action by e-mail.**

Kathy will instruct students listed on the spreadsheet as “Maximum Hours Exceeded” to seek assistance at Advising Center. |
| **Quality Monitoring – Registration Errors – K. Brook** | |
| **Program Improvement – Restricting Enrollment of CoB Students in Upper-Division Business Courses Prior to Completion of Lower-Division Requirements – K. Brook** | Kathy noted that research in connection with the BIS and BAS scope of accreditation issue had revealed a more general problem of students enrolling prematurely in upper-division courses. Kathy will be meeting with the Registrar on Friday to seek ways to automate the process of restricting enrollment in upper-division courses by business students who have not completed their lower-division mathematics, English, communications, accounting, economics, information systems, and BUSA 111 requirements.

Nate Whitten is also pursuing a methodology that involves assigning a “test score” code in Banner that would effectively automate the process.

Kathy pointed out that this is a tangible example of how pursuing AACSB standards has enabled us to identify and attack a quality issue. |
| **5YMR – Curriculum – K. Brook** | Meeting returned to formation of the Fifth-Year Maintenance Report. Kathy handed out report of Undergraduate Committee for Fall 2011 Convocation, noting content related to BBA assessment. Kathy also handed out template for 5YMR, beginning with “Situational Analysis.” Will be discussed at tomorrow’s meetings.

**Kathy will ensure past reports from Undergraduate Committee are posted on web.**

DHs should provide brief information on major curriculum changes that occurred between Fall 2002 and Fall 2012 to Pookie by noon Tuesday, May 31.

Discussion of realignment of undergraduate curriculum (BUSA 365, BUSA 422 (for which **Pookie needs Undergrad Committee minutes**), MGT 344, MKTG 303) based on Sherry’s formal assessment of undergraduate business integration skills and resource constraints. |
| **5YMR – Career Services – L. Ellis** | Liz has drafted and distributed brief writeup on career services changes since last AACSB visit. |
| **5YMR – Faculty Management Processes – R. Adkisson** | **Rick has distributed an initial draft and will prepare tables for Advancing Leaders Program, Chairs, Professorships, Awards, etc.** |
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| Los Alamos National Laboratory (LANL) MBA Cohorts – K. Brook | Kathy reported on a phone call during meeting recess. LANL is inquiring as to what would be required to start Cohort 7. The Lab is willing to consider less face-to-face instruction to reduce costs. Kathy pointed out that this would provide little in the way of cost reduction, but that being able to merge LANL students with others would offer opportunities for more significant savings. LANL asked about reintroducing former fee structure of approximately $1,100 per class per student). Kathy reminded LANL of the issue of whether non-LANL students would have to pay that as well. Liz suggested a per-cohort charge, allowing LANL to sponsor up to a specified number of students. This would avoid the problem of charging LANL on a per-student basis, which gives LANL no incentive to aid in recruiting. Slots not filled by LANL students could be taken by others. Liz also noted that if we do not start the cohort in the fall, it will become a non-looping cohort subject to substantial additional delivery costs. |
| MBA Issues – Face-to-Face Meeting Space in Santa Fe – K. Brook | Kathy announced that Santa Fe University for Art and Design (formerly College of Santa Fe) on St. Michaels drive will make space available during summer and probably fall for face-to-face meetings in Santa Fe. |

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