Meeting convened 8:31 a.m. Present: Rick Adkisson (DH-ECON/IB), Kathy Brook (Assoc. Dean), Steve Elias (Interim DH-MGT), Liz Ellis (DH-FIN), Ed Scribner (DH-ACCT/IS). (Pookie Sautter (DH-MKTG) away at a conference.)

**Stewardship – Wemlinger Funds – K. Brook (SMP 4/B)**

DHs approved $1,000 of Wemlinger funds for student job posting by Larry Tunnell for a Master of Accountancy student to test and critique tax courses under development for American Institute of CPAs.

Discussion of more systematic approach to administering Wemlinger and Wichert funds for such projects. Challenges include (1) keeping these resources on the minds of faculty for possible development of appropriate student projects and (2) requirement of work-study eligibility. **Kathy will discuss with Andrea Tawney amendments to simplify/clarify criteria for award of Wemlinger and Wichert funds.**

Liz is considering proposing a Wichert grant to support student assistance to Ben Taylor in BUSA 111.

**Stewardship – Yoquelet Graduate Scholarship – K. Brook (SMP 1/A, 4/B)**

Moved/seconded/carried to award Yoquelet Grad Scholarship funds to applicants with at least a 3.0 GPA in proportion to gross financial need as determined by FAFSA. Discussion included (1) how to interpret and weight graduate GPA and/or undergraduate GPA, (2) how to weight gross financial need, (3) role of information included on application form other than academic achievement and gross financial need, (4) procedures in case some applicants are ineligible in Spring 2012, and (5) reversion of unspent funds. **Kathy will determine total funds available (approx. $20,000 working balance) and round the scholarship amounts accordingly.**

**Process Improvement – MBA Admissions – K. Brook (SMP 1/E, 1/F, 1/G)**

Discussion of Kathy’s revised draft update of MBA Admissions Process as follows:

**MBA Admissions Process (Draft)**

*October 5, 2011*

*Applications for the MBA program are initially reviewed by the MBA advisor using the published criteria.*

*Admissions by the advisor:* The MBA advisor is authorized to process the following types of referrals to be signed by the academic associate dean without further review by the Graduate Committee:

- Students who have an undergraduate degree from an AACSB or ACBSP institution with a GPA of 3.5 or greater;
- Students who have a graduate degree from a regionally accredited institution in the U.S.
- Students who have a GMAT score of at least 400 and a combined GMAT score and undergraduate GPA of at least 1050 (where the combined score is \((\text{GPA} \times 200 + \text{GMAT})\)).

In these cases, it is agreed that the GPA may be calculated either on the basis of cumulative GPA for the degree (as presented by the

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degree granting institution) or last 60 credits of undergraduate work.

**Referrals to the Graduate Committee:** Students who have a graduate degree from an international university and students who present evidence of four years of full-time, post-baccalaureate work experience can be referred to the Graduate Committee for a determination of their admissibility.

**Denials by the advisor and requests for additional information:** If the students do not fall into one of the categories above, the MBA advisor should notify the students that they do not qualify for admission based on the information that has been received. They may take or retake the GMAT or GRE or may submit information on work experience, or may notify the advisor that they are withdrawing their application. If none of these responses is received within four months, the MBA advisor is authorized to deny admission on the following types of referrals to be signed by the academic dean:

- Students do not fall into the three categories above and do not present evidence of being admissible on the basis of work experience.

**All other admission applications:** All applications about which there are questions concerning admissibility will be reviewed by the academic associate dean for possible referral to the Graduate Committee.

A policy on disconformities that was established under previous admission standards has been eliminated in this draft. DHs agreed to role of MBA advisor as stated above.

Liz reported that the Graduate Committee does not wish to remove ACBSP from first bullet point “Admissions by the advisor” in the policy so as not to eliminate the relatively few students from ACBSP schools in New Mexico.

The phrase “in the U.S.” has been added to second bullet point under “Admissions by the advisor.” Consensus that interpretation of "regionally accredited" outside the U.S. is problematic. **Liz will ask the Chair of the Graduate Committee whether the addition of “in the U.S.” should be voted on by the faculty or simply considered to be a technical correction.**

It was noted that the admissions policy requires students seeking admission on the basis of a graduate degree from a non-U.S. institution to take the GMAT.

**Kathy will conform language in the MBA admissions policy draft**

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<tr>
<th>Topic</th>
<th>Notes</th>
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<tr>
<td>Curriculum Improvement – University Curriculum Committee Meeting and Submitted Course Action Forms – K. Brook (SMP 1/C)</td>
<td>No DH reported scope problems with any CAFs submitted by colleges to the UCC except possibly for EMD 332, which resembles MGT courses. Kathy will ask the College of Education Associate Dean to furnish a syllabus for EMD 332 – Applied Human Relations.</td>
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<td>AACSB Salary Survey – K. Brook (SMP 1/C)</td>
<td>Kathy reminded DHs who had not yet submitted data on doctoral demand and teaching assignments.</td>
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<td>Program Improvement – Recent Activities of College Committees – K. Brook (SMP 1/A, 1/C)</td>
<td>Discussion of assessment of writing and related curriculum changes; Liz suggested that, since assessment in ACCT 503 indicates the majority of students do not need additional instruction on writing, the students who do show up in assessment results as deficient should be required to take another ENGL course. No consensus reached. Discussion of critical thinking activities in undergraduate and graduate courses as requested by the curriculum committees. The committees’ departmental reps are confirming those curriculum changes. Comments on AACSB 5YMR draft. Pookie has requested CEC to comment on Undergraduate Committee input. Discussion of SMAC’s strategic management process flowchart for the College. Consensus that SMAC has done a great job of diagramming strategic management processes and outcomes. CEC will discuss strategic accomplishments and metrics at a future (probably its next) meeting. Discussion of assessment/curriculum improvement flowchart (inserted at end of these minutes) from Undergraduate Committee. Discussion of SMAC’s request to have Patti Benzie maintain the College’s Facebook Page.</td>
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<td>Stewardship – Salary Enhancement Plans – K. Brook (SMP 1/B, 4/B)</td>
<td>Kathy reported that data Dean Carruthers had requested from HR should have been received on Monday but was not; it is expected later this week.</td>
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<td>Program Improvement – Catalog Drafts – K. Brook (SMP 1/C, 1/E)</td>
<td>Kathy reported that the first round of Undergraduate Catalog proofs is expected to come in today and is due 12/02/11. The first round of Graduate Catalog proofs is expected 11/11/11 and is due 12/09/11. DHs should notify Kathy if making substantive changes to catalog pages.</td>
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<tr>
<td>Program Improvement – MBA Issues – GA Resources to Support BA 590 – K. Brook (SMP 1/A, 1/C, 4/B)</td>
<td>Kathy will redistribute Ed’s findings from Tom McGuckin and Bill Smith regarding their need for a Master of Accountancy GA to support instruction of BA 590. Financial strategies to sustain this support will be discussed at a future meeting; use of Wemlinger/Wichert funds is a possibility.</td>
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| Adjourned 10:25 a.m. Next meeting (CEC) Wed., Nov. 9, 2011, 8:30 a.m., BC 134. | Preliminary agenda for CEC meeting:  
  • Mark Andersen, Associate Dean of Honors College  
  • Approval of 2011-12 strategic management plan action items  
  • Approval of longer-term action items  
  • Report on AACSB critical thinking and creativity workshops (Pookie)  
  • Input of the Undergraduate Committee on the 5YMR draft |

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**1. Writing**
- **Plagiarism**
  - **Issue**: Improve writing
  - **Date Data Gathered**: Fall 2009
  - **Source of Data**: CoB Faculty & NMSU Library
  - **Decision**: Link Video on plagiarism & BUSA 111 using the Writing Program Administrators framework outcomes
- **Improve writing**
  - **Date Data Gathered**: Fall 2009
  - **Source of Data**: AOL (>80% met expectations)
  - **Decision**: BCIS 338 assignments were changed to reflect a business context vs. an agricultural bias—Spring 2010

**1a. Writing**
- **Improve writing**
  - **Date Data Gathered**: Fall 2009
  - **Source of Data**: AOL (>80% met expectations)
  - **Decision**: BCIS 338 assignments were changed to reflect a business context vs. an agricultural bias—Spring 2010

**1b. Oral Communication**
- **Open forum**
  - **Date Data Gathered**: Spring 2010
  - **Source of Data**: CoB Faculty BAC & AOL
  - **Decision**: Best Practices CoB faculty forum based on materials from the National Council of Teachers of English

**2. Diversity**
- **Need for standardized assessment**
  - **Date Data Gathered**: Spring 2010
  - **Source of Data**: AOL & MGT dept committees
  - **Decision**: Changed MGT 309 course to uniform textbook/video since <80% of students met/exceeded expectations

**3. Information Technology**
- **Assessment Workshop**
  - **Date Data Gathered**: Fall 2009
  - **Source of Data**: AOL committee
  - **Decision**: Rubric revised. Better student assignments

**4. Problem Solving**
- **Rubric changed**
  - **Date Data Gathered**: Spring 2009
  - **Source of Data**: AOL Committee
  - **Decision**: Rubric revised. Better student assignments

**4a. Critical Thinking**
- **Faculty Workshop**
  - **Date Data Gathered**: Spring 2011
  - **Source of Data**: CoB Faculty & Assessment Director
  - **Decision**: New assignments were developed in each of the 8 core courses—Fall 2011

**5. Legal**
- **Inconsistency**
  - **Date Data Gathered**: Fall 2008
  - **Source of Data**: BLAW Assessment group
  - **Decision**: BLAW 316 assessment results not as expected
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