Summary of Summer Department Head Meetings, 2010

AACSB. We submitted by the July 1 deadline the Maintenance Review Application including scope of accreditation (indicating the university programs that we request be excluded from the review), description of how CoB addresses diversity (broadly defined to include diverse perspectives), identification of peer, aspirant and competitive institutions (focusing on the business programs at those institutions), and identification of major changes in resources since the last AACSB visit in 2002. To address a requirement concerning our mission we drafted a statement describing the student populations served by our various programs.

The Business Maintenance Review application can be found at http://business.nmsu.edu/administration/accreditation/aacsb/maintenance/documentation/ using the password "aacsbdocs".

We drafted our annual report on progress on the strategic management plan and agreed to complete a draft of the Fifth Year Maintenance Report by July 1, 2011. The final report will be submitted to AACSB by July 1, 2012. The annual report needs a little more work but will be available soon on the web.

Process Manual. A number of components of the process manual were updated including some that will be referred to college committees for review. Those discussed were MBA transfer credits, allocation of GA’s for MBA and Dean’s Office, final exam for MBA, the creation of the Strategic Management Advisory Committee, mission statement review process, strategic management plan process, summer MBA fellowships, monitoring MBA curriculum, evaluation of teaching process (formerly assessment of teaching).

Equipment. We have requested Equipment Repair and Renewal funds for classroom display control panels, a second Mediasite installation, and a back-up tape autoloader for college servers. These funds come from the central administration and must address university-wide needs and involve equipment costing more than $1000. Normally this funding is not used to replace faculty and staff computers. We receive a different pot of funds for that purpose.

Undergraduate Issues. Department heads in Accounting and Economics have agreed that they will review syllabi for students seeking transfer credit for ACCT 251, 252 and ECON 251, 252 if those courses are from institutions outside New Mexico that lack AACSB accreditation or an articulation agreement with an AACSB-accredited institution. Courses taken inside NM are covered by the statewide articulation agreement.

Nate Whitten provided a list of institutions from which fall 2010 business majors (as of August 2) had received transfer credit. Leading the list are El Paso CC (78 students), CNM (71), UNM (55), ENMU (49), WNMU (29), NMJC (23), UTEP (21), Clovis CC (19), Santa Fe CC (15), Sichuan University (15), San Juan College (12).

A plan to offer three undergraduate student listserves was adopted – one each for academics, careers and student organizations. We hope this makes it easier for students to manage their email from us.

A handbook for undergraduate distance ed students and a list of FAQ’s for undergraduates has been added to the web page. The handbook can be found at http://business.nmsu.edu/academics/distance-ed/. For the FAQ’s go to http://business.nmsu.edu/student-services/advising/students/.
heads indicated that the FAQ’s should be helpful to faculty members as well. *(See also Faculty Advising Tools.)*

**College Web Page.** Renee Brown and her student assistant, Aubrey Island, worked throughout the summer to create an “out of the box” web site for the College. The goal was to create a site that minimizes the need for special programming skills while retaining as many special features as possible. Many thanks to Renee and Aubrey for their work.

**MBA.** A decision was made to reimburse travel for remote site MBA programs using mileage plus per diem (not actual hotel rates).

Department heads and Carlo Mora and Minjoon Jun from the Graduate Committee met with representatives of Ag Econ and Ag Business concerning the agribusiness specialization. The Graduate Committee will be asked to develop a plan for regular communication between the two departments and to review proposals that the thesis committee for the agribusiness specialization should include at least one faculty member from a “traditional business discipline (accounting, finance, management, or marketing) and that the student should establish the committee and present the thesis proposal for committee approval as early as possible in the program. (Translation: the associate dean is not the person to decide whether the thesis is appropriate.)

Department heads reviewed materials from 2005 relating to the joint BS in Engineering/MBA program. The Graduate Committee will be asked to provide recommendations on recruitment materials and expansion of the program.

We entered into a new agreement with LANL for delivery of the MBA program. As has been the case in recent years, students in the LANL/Santa Fe program at Santa Fe Community College will pay an extra fee of $36 per credit which will flow to the CoB and cover the transportation costs for faculty along with the room rental costs.

An MBA student handbook will be added to the web page soon at [http://business.nmsu.edu/mba](http://business.nmsu.edu/mba). Faculty teaching MBA courses are especially encouraged to read the document and suggest improvements.

With the agreement of the MBA Admissions Subcommittee, the department heads substituted for the subcommittee in making admissions decisions during the summer. (All admissions based on work experience are now being reviewed by the admissions committee at their request.)

**Assessment.** Sherry Mills provided an update. Agreement was reached concerning a shell for providing materials on the web including a narrative overview (assessment plan) for each program, assessment results for each goal, and a protected area containing assessment tools – assignments, rubrics, guidelines for implementation in each course, timeline, etc. A second component will be a one page report for each goal with a graph and recommendations from the Undergraduate or Graduate Committee for continuous improvement.

**Proposed action items for 2010-11.** The items below were identified as important action items by the department heads. The Strategic Management Advisory Committee will be asked to seek input on these this fall from the college community and CEC will then finalize the plan and action items for this year.
Goal I: Provide all students, but especially those from NM, access to high quality professional education...

1. Develop a plan to maintain or increase enrollment in graduate programs.
   • Seek stable funding for GA’s for the doctor of economic development program
   • Review and revise MBA admission requirements including establishing a policy concerning completion of some proportion of the background knowledge courses prior to admission to the MBA.
   • Seek stable funding for remote site MBA programs

2. Periodically review the curriculum to determine the extent of coverage of ethics, diversity, and global business issues (or implement curriculum changes based on continuous review of curriculum coverage)
   • Develop curricula in ethics for the Daniels Fund initiative
   • Ask faculty task force to offer recommendations on reducing academic fraud in face-to-face and online courses
   • Increase visibility of international activities by students and faculty.

Goal II: Produce intellectual contributions...

1. Develop a plan to encourage publications of peer reviewed journal articles, increase aggregate production of such articles, and promote a culture of intellectual growth.

Goal III: Provide leadership, service, outreach, and expertise for public policy,...

1. Promote participation in public policy analysis and outreach

Goal IV: Provide excellent stewardship of all financial, human, physical and technology resources of the College

1. Marshal limited financial resources to limit the negative impact of budget reductions on goals

There are some additional items that we propose to track this year including:
• Continue outcomes assessment program with an emphasis on improving learning outcomes.
• Publicize and encourage involvement in all student organizations, but especially business student organizations.
  “Rush” tables for student organizations
• Target and recruit students who could benefit from online degree completion programs in business.
• Expand online degree completion program with majors in General Business and Marketing