College of Business
Summer Department Head Meetings (Summary): Aug. 15, 2011

For more details, go to http://business.nmsu.edu/administration/minutes where you can find meeting notes. The password to access minutes and meeting notes is cobminutes.

Appointments to Committees

- Bill Gould to the Westhafer Committee
- Pookie Sautter to the university Academic Program Review Committee
- Bruce Huhmann as alternate to the General Education Course Certification Committee

AACSB Accreditation

Draft of the Fifth Year Maintenance Report to be submitted July 1, 2012 This was a major topic for the summer with each of the department heads assuming responsibility for one or more sections of the report. The draft will be available for review by individual faculty and staff members and committees within a few weeks. It will also be sent to Danny Arnold in preparation for the mock visit he will be conducting September 19-20.

Web Page We have been working to ensure that committee minutes and documents related to committee actions are posted on the web.

Implementation report on strategic plan action items A report on action items related to the college’s strategic plan will be posted on the web soon for faculty and staff review and feedback. This is how we track our annual accomplishments for AACSB purposes.

Digital Measures We have been granted approval by Associate Provost Bobbie Derlin to continue to use the business instrument, rather than the university instrument, for collecting data in Digital Measures until at least spring 2013. We asked not to convert to the university instrument sooner so that the switch over would not interfere with compilation of tables for our accreditation visit.

Student Issues

Students in Bachelor of Individualized Studies (BIS) and Bachelor of Applied Studies (BAS) In our maintenance of accreditation application submitted last summer to AACSB, we requested to exclude a number of degrees from the review. The BIS and BAS programs were two for which we sought exclusion. While our requests concerning other programs were accepted without qualification, we were told that we would need to provide assurance that students in the BIS and BAS programs are not allowed to complete more than 25% of their program using business courses. AACSB’s concern is that students in such a program may present themselves as having an accredited business degree when it is neither accredited nor a business degree. This information led to discussions during the summer with the College of Extended Learning. That college has now agreed to the stipulation for all students entering the programs on July 1, 2011, or thereafter. The department heads in the College of Business have also agreed to limit students in the BIS and BAS programs to a single minor in business, specifically the minor in business administration. This restriction will also apply to students entering the BIS and BAS programs after July 1, 2011. We will continue to certify minors for students who entered the programs earlier.

Business Students Failing to Complete Lower Division Requirements Before Taking Upper Division Business Courses In the course of examining the challenges associated with the BIS and BAS programs it became clear that we have a number of students who have evaded the requirement to complete lower division requirements (especially math, English, statistics, and the lower division business core courses) prior to enrolling in upper division classes.

The College (with the able assistance of the advising staff and the Registrar’s Office) has taken action to limit this problem by coding students in Banner who have not completed specified lower division work and by coding upper division business courses to exclude such business students (though not non-business majors) from enrolling. Under appropriate circumstances (such as those completing the last few lower division requirements) students may be assisted by the Advising Center in adding upper division courses. This mechanism has been implemented for students who have
completed at least 12 credits of upper division business courses and should be implemented for all lower division students before registration begins for the spring semester.

**MBA Remote Sites**  After discussions with the central administration, we decided in late spring that we would not be able to start new cohorts at Santa Fe or Sandia, because we did not have a commitment for funding to staff a new course over the two year period. Both locations were unhappy with this decision and LANL called to discuss the possibility of returning to something like the earlier contract which charged them a higher rate for delivery of the program. All of this led to further discussion with the Provost who then committed to the full amount of funding that we had previously requested. As a result a new cohort is starting at LANL and the students will be taking the same courses as the existing cohort in the fall and spring semesters of the current academic year.

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**Financial Issues**

**Faculty Support**  A process was developed for the allocation of $5000 from the dean’s discretionary fund to support international travel and travel related to participation on academic boards and professional leadership. These funds will be allocated based on applications to the Faculty Council.

**Central Administration Funding**  The College received from central administration $17,000 to provide better ventilation in GU 303 and $11,315 to replace six classroom projectors.

**Improved Fiscal Management**  As we deal with more resource constraints, the department heads and the dean’s office are asking for assistance in the timely expenditure of funds and the filing of reimbursement vouchers. Expenses made late in the fiscal year may not be reimbursed in the correct fiscal year posing a problem in an era where our closing balances are being monitored and limitations (though relatively generous ones) have been imposed on our ability to carry forward funds from one fiscal year to the next. (Currently the colleges are asked to provide a budget for approval by the central administration if they carry forward between 6% and 10% of the overall college budget to the next fiscal year. Any carry forward exceeding 10% is forfeited.)

With respect to endowments managed by the NMSU Foundation, we were notified in the spring that any unspent balances at the end of the fiscal year would revert to principal rather than being carried forward. Since most of the faculty development funds being allocated by Faculty Council were from an endowment, this poses a problem with respect to funding projects that cross fiscal years.

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**Coming Soon**

Review of associate deans and one department head

Mock accreditation visit with Danny Arnold as consultant, September 19-20, 2011