

COB Faculty Meeting

Notes for 8/15/18

1:00-4:30 PM

COB 103

Present: Burusnukul, Cole, Corbin, Gandonou, Greene, Haney, Hemley, Ho, Luhman, Montgomery, Parboteeah, Schneider, Stockly, Stone, Wallace, Wiegel, Xavier, Zhang

Guest: Dr. Laurenz and Ms. Susan Asplund

Absent: Mitchell, Takieddine

Recording Secretary: Rolston

Welcome Back

1. Dr. Laurenz –update on Dean’s search. Search committee should be formed just after Labor Day. Search should be up and going by mid-September. We will use the same past process and a search firm. You may continue the search for the POM position.
2. Ms. Susan Asplund-Golden Library-needs help in purchasing materials for the Library. You can order journals and reference books for students to use.
3. New Interim Dean- Dr. John Montgomery-I will visit with each of you to find out what we can do to help students. Recruit, retain and completion. Being in your office and working with students. Working together is how you succeed. Emphasis low cost at ENMU.
4. Back-to-School Party! – Friday, August 24th at Dr. Parboteeah’s home (117 Yucca Drive) *hamburgers and hotdogs starting at 6 pm.*

Major Tasks for the Year

- Dean Search, and various Committee Projects (see next page)
- Recruitment, Retention and Completion

Immediate To Do List

1. Follow up with advisees who have not registered yet. Let us know if they are not coming back and why.
2. SAP deadline-8/21/18-Student Academic Progress.
3. COB Meetings:
 - a. ***FEC Revision due to VPAA Oct. 5th.***
4. Use of New Mexico HED course descriptions for articulated course syllabi. 2019 Catalog will be changed. You can get these from Suzanne Balch- Lindsay. They are also posted on the Z drive.
5. Volunteers needed for *DAWG Days* COB Booth (Saturday, August 18th starting at 5:00 pm)
6. Coffee Fund contributions
7. Photocopier Charges – *please use Printing Services*
8. Syllabi Collection & Office Hours – *send to Ms. Senn and Ms. Rolston* (they will be placed on Z drive)
9. Update Address and Phone Numbers – *send to Ms. Rolston and Ms. Senn both*
10. Ergonomics – tell us if you need something to avoid workplace injuries
11. “Outside Employment” notification
12. Medical Leave Bank – *join up!*
13. Faculty Lecture Series – *please try to attend!*

Reminder of Important Policies

- FEC Files & APE Reports – ***due to the Dean’s Office*** (please follow structure in appendix for FEC File)
- Teaching – *please have timely communication with students*

- Advising – *please enforce pre-requisites*. Transfer students go through their transcripts and make sure everything that should be is transferred to ENMU.
- Advisor changes and new student inquiries – *go to Dr. Parboteeah*
- TES Articulation – *100/200 courses cannot be articulated to 300/400 courses, vice versa*
 - Patt (MKT & HRTM); Deborah (ACCT); David (FIN & PFP); Bob (MGT); Veena (BUS & IS); and Sue (ECON)
- **Off-Campus Leave Requests-**
- **Office Hours**
- **COB travel:** New University Travel Policy- please read carefully
Deadlines will be adhered to. Dr. Montgomery wants to know your travel plans two weeks from today. Per Diem not allowed with P Card. Per Diem covers lodging and meals. If Dr. Laurenz approves exceptional expenses can I use my P Card for motel etc.
 - Needs to be pre-approved by the Dean
 - \$1,200 for tenure-track, and \$600 for tenured
 - Travel must be completed between July 1 and June 30
- Minimum expectations student online participation

Accomplishments

1. Reaccreditation (Dr. Luhman)-Dr. Stockly and Dr. Xavier are doing site visit evaluations. Dr. Stockly resigned as Accreditation chair. New 5 year strategic plan due this year. We need to address the notes put on ACCT. We also need council of advisors.
2. France Summer Program (Dr. Gandonou) Went really well. We need study abroad scholarships.
3. Program Review Status (Dr. Luhman) - Program review recommended administration of committee structure.
4. FIN 541 is QM certified (Dr. Hemley) Enhances student involvement. Also doing FIN 315 and FIN 201.
5. Faculty Accomplishments – *please share any recent academic accomplishments*-Dr. Xavier and Dr. Zhang had papers accepted. Mr. Cole completed his Ph.D. comps. Dr. Corbin and Dr. Stone are working on a paper together. Dr. Stone completed her Ph.D. Dr. Stockly and Dr. Parboteeah were both promoted to full professor.

COB Council

1. Immediate action:
 - a. University service assignments
 - b. Do we need refresher in advising or financial aid and athletes compliance regulations for advising?
No
2. COB Coordinators:
Graduate Program Coordinator – Dr. Burusukul; and, Faculty Senate/COB Election Coordinator – Dr. Debra Stone -Dr. Haney will fill in during the FEC elections while Dr. Stone is out.
3. COB Committees:
 - a. Faculty Evaluation Committee – Dr. Hemley (Past Chair)
 - **Decide on the composition of the committee-MOTION BY DR. HEMLEY, SECONDED BY DR. STOCKLY:** To have 3 tenured and 2 tenured track faculty members on the FEC Committee.
PASSED: 15-0-2
 - **Decide on process for member election (committee must be formed by Friday, August 24)** Send an email to the elections chair by Friday August 17th if you do or do not want to serve on the FEC Committee. There are 4 people going up for tenure. Drs. Corbin, Gandonou, Greene, and Zhang. They should not serve on the FEC Committee. **MOTION BY DR. STOCKLY, SECONDED BY**

DR. PARBOTEEAH: Faculty going up for tenure and/or promotion should not be elected to the FEC Committee. **PASSED:** 13-2-2. Ballots will be placed in you mailboxes on Monday August 20th. Deadline to vote is Wednesday August 22nd at 5:00 pm. **MOTION BY DR. GREENE, SECONDED BY DR. STOCKLY:** To change the due date to submit FEC files to the FEC Committee to September 5th. **FAILED:** 7-8-2. The FEC files are due to the committee on August 28th. **MOTION BY DR. LUHMAN, SECONDED BY DR. PARBOTEEAH:** FEC files to the Dean on October 1st and responses from faculty to the FEC on October 8th. **PASSED:**15-0-2

- b. Graduate Committee – Dr. Burusnukul (Chair)-We had 23 admitted 42 provisional MBA students. We have a new ACCT. concentration with 12 students enrolled now in ACCT 550.
- c. Assessment, Retention & Completion Committee; Recruitment, Marketing & Scholarship Committee; Speakers & Workshop Series; and, Undergraduate Curriculum Committee
 - **Dr. Montgomery will appoint these after discussions with faculty members.**

4. Special Projects for Committees to Work on:

- a. Revise, update, and clarify *FEC Criteria & College Guidelines* for Fall 2019 (*FEC*). Due to the Dean Oct. 5, 2018. Due to the VPAA Nov. 12th.
- b. Fall undergraduate retention events (*Recruitment*):
 - i. “ENMU Major Fest” on 10/17/18 from 9 am to 2 pm and 10/18/18 from 9:30-1:45 pm in CUB Ballroom (formerly called College Expo)
 - ii. “COB Bistro” to be held soon after the Major Fest – blend with Dean’s List Awards?
- c. Update Marketing Plan – more focus on social media & 2+2 outreach (*Recruitment*)
- d. Collection of 2018-19 program data (*Assessment*)
- e. QM certification of five MBA courses (ACCT 551, ECON 525, IS 500, MGT 520, BUS 518) Any other courses. (*Graduate*)
- f. Working on 2+2 agreements-We are working on a new agreement with Santa Fe Community College.
- g. Research question: *Are our transfer students not prepared quantitatively for Business Core courses?*
- h. How might we get involved with *Business Professionals of America* (office and information management) or *DECA* (career training to become an entrepreneur)

Important Dates- Fall 2018	16-Week Session	First 8-Week Session	Second 8-Week Session
Late registration/Drop and add	Aug 21-28 (T-T)	Aug 21-28 (T-T)	Oct 15-22 (M-M)
Last day to drop and add	Aug 28 (T)	Aug 28 (T)	Oct 22 (M)
Labor Day holiday	Sept 3 (M)	Sept 3 (M)	N/A
Last day to apply for graduation	Oct 1 (M)	Oct 1 (M)	Oct 1 (M)
Midterms	Oct 8-12 (M-F)	N/A	N/A
Last day to withdraw	Nov 9 (F)	Sept 7 (F)	Nov 9 (F)
Thanksgiving holiday (University closed)	Nov 21-23 (W-F)	Nov 21-23 (W-F)	Nov 21-23 (W-F)
Registration for spring semester	Nov 4-Jan 14 (Su-M)	Nov 4-Jan 14 (Su-M)	Nov 4-Mar 18 (Su-M)
Last day of classes	Dec 7 (F)	Dec 15 (S), 10 a.m.	Dec 7 (F)
Final exams	Dec 10-14 (M-F)	Oct 11-12 (M-F)	Dec 13-14 (R-F)
2018 Fall Commencement	Dec 15 (S), 10 a.m.	Dec 15 (S), 10 a.m.	Dec 15 (S), 10 a.m.

