

College of Business

COB Faculty Meeting

Notes for 8/14/19

1:30-3:00 PM

COB 103

Present: Dr. Burusnukul, Dr. Cole, Dr. Corbin, Dr. Gandonou, Dr. Greene, Dr. Haney, Dr. Hemley, Mr. Ho, Dr. Koleyni, Mr. Kurian, Dr. Luhman, Mr. Mitchell, Dr. Niu, Dr. Parboteeah, Dr. Schneider, Dr. Stone, Ms. Wallace, and Dr. Zhang

Special Guest: Dr. Laurenz

Absent Ms. Wiegel

Recording Secretary: Ms. Rolston

Welcome Back

1. Dean-Dr. Herbert Snyder-Dr. Laurenz introduced the COB's new dean Dr. Snyder to us.
2. New Faculty - Dr. Snyder introduced the new faculty to us.
 - a) Dr. Kayhan Koleyni-
 - b) Mr. George Kurian
 - c) Mr. Ziyi Niu
3. New Dept.\MBA Administrative Assistant-Ms. Zulma Morantes
4. Congratulations to Dr. Corey Cole for completing his Ph.D.
5. Back-to-School Party! – Friday, August 30th at Dr. Parboteeah's home (117 Yucca Drive) *hamburgers and hotdogs starting at 6 pm.*
6. Graduate Committee will meet immediately following the conclusion of this meeting.

Accomplishments

1. ACCT 551 (Dr. Corbin), FIN 541 (Dr. Hemley) & IS 500 (Dr. Parboteeah) are QM certified
2. Faculty Accomplishments – *please share any recent academic accomplishments*

Major Tasks for the Year

1. Faculty Searches-update-Our PFP search has been approved and is in NEO GOV. We still have to start the MGT search to replace Dr. Xavier.

MGT search to replace Dr. Xavier.

2. Various Committee Projects (see next page)
3. Recruitment, Retention and Completion – see next page

Immediate To Do List

1. Follow up with advisees who have not registered yet. Clean up any outstanding incomplete grades.
2. **SAP deadline-8/15/19**
3. COB Meetings:
 - a. **FEC Revision due to VPAA Nov. 11th.**
4. Use of New Mexico HED course descriptions for articulated course syllabi. Send link to all faculty.
5. Volunteers needed for *DAWG Days* COB Booth (Saturday, August 17th starting at 5:00 pm)
6. Coffee Fund contributions
7. Photocopier Charges – *please use Printing Services*
8. Syllabi Collection & Office Hours – *send to* Ms. Morantes and Ms. Rolston (they will be placed on Z drive)
9. Update Address and Phone Numbers – *send to* Ms. Rolston and Ms. Morantes *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!*
14. Open source material for classes

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*
- 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 (MKTG & HRTM); Debra (ACCT); David (PFP); Bob (MGMT); Veena (BUS &BCIS); and Jean-Marc (ECON)
- **Off-Campus Leave Requests**
- **Office Hours**
- **COB travel:** New University Travel Policy- please read carefully
 - Deadlines will be adhered to
 - 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

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?

2. COB Coordinators:
Graduate Coordinator – Dr. Corbin; and, Faculty Senate/COB Election Coordinator – Dr. Debra Stone

3. COB Committees:
 - a. Faculty Evaluation Committee – Dr. Parboteeah (Past Chair)
 - **Decide on the composition of the committee**
MOTION BY DR. GANDONOU, SECONDED BY DR. LUHMAN: TO HAVE THREE TENURED FACULTY ONLY ON THE FEC COMMITTEE. PASSED 10-3-5
Dr. Stone will put ballots in your mailboxes. Deadline to vote is noon on Thursday August 28th.
 - **Decide on process for member election (committee must be formed by Friday, August 23)**
 - b. Graduate Committee – Dr. Corbin (Chair)
 - c. Assessment, Retention & Completion Committee; Recruitment, Marketing & Scholarship Committee; Speakers & Workshop Series; and, Undergraduate Curriculum Committee
 - **Dr. Snyder 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 2020 (*FEC*). Due to the Dean Oct. 4, 2019.
 - b. Fall undergraduate retention events (*Recruitment*):
 - i. “ENMU Major Fest” on 9/25/19 and 9/26/19 in CUB Ballroom (formerly called College Expo)
 - ii. On Sept. 10th or 12th we will have a COB retention event. Pizza & wings will be served and there will be door prizes.
 - iii. “COB Bistro” on Oct 16th 11:30-1:30. We will have a place set up in the court yard for an event-Pie in face. We need volunteers who wouldn’t mind have a pie (whip cream) thrown in their face. We could make this a fundraiser for the COB Scholarship Fund and charge a small amount for each pie. We will also have an ice cream social at the same time in front of Becky Sharp. We need volunteers to serve.
 - c. Begin work on new College Strategic Plan
 - d. New formalized recruitment, retention & completion plan for college
 - e. New bios for webpage. Template to follow shortly.
 - f. Update Marketing Plan – more focus on social media & 2+2 outreach (*Recruitment*)
 - g. Collection of 2018-19 program data (*Assessment*)
 - h. QM certification of three MBA courses (BUS 518, MGT 520, and MKT 517)) (*Graduate*)
 - i. Working on 2+2 agreements
 - j. Advisory Board-we have about ½ dozen people that have already agreed to be on our board.

5. As may arise. PFP 293 – we don’t offer and cannot articulate. What can I do? You can do a substitution form or you can put it in as 1XX or 2XX.

Important Dates- Fall 2019	16-Week Session	First 8-Week Session	Second 8-Week Session
Late registration/Drop and add	Aug 20-27 (T-T)	Aug 20-27 (T-T)	Oct 14-21 (M-M)
Last day to drop and add	Aug 27 (T))	Aug 27 (T)	Oct 21 (M)
Labor Day holiday	Sept 2 (M)	Sept 2 (M)	N/A
Last day to apply for graduation	Oct 1 (T)	Oct 1 (M)	Oct 1 (M)
Midterms	Oct 7-11 (M-F)	N/A	N/A
Last day to withdraw	Nov 8 (F)	Sept 13 (F)	Nov 8 (F)
Thanksgiving holiday (University closed)	Nov 27-29 (W-F)	Nov 27-29 (W-F)	Nov 27-29 (W-F)
Registration for spring semester	Nov 3-Jan 13 (Su-M)	Nov 3-Jan 13 (Su-M)	Nov 3-Mar 17 (Su-M)
Last day of classes	Dec 6 (F)	Oct 11 (F)	Dec 6 (F)
Final exams	Dec 9-13 (M-F)	Oct 10-11 (M-F)	Dec 12-13 (R-F)
2018 Fall Commencement	Dec 14 (S), 10 a.m.	Dec 14 (S), 10 a.m.	Dec 14 (S), 10 a.m.