

College of Business
Faculty Back-To-School Notes
Wednesday August 11, 2021
1:00-5:00 pm
COB 128

Present-Dr. Burusnukul, Dr. Cole, Dr. Demuth, Dr. Gandonou, Dr. Haney,
Dr. Kayhan, Dr. Kurian, Dr. Luhman, Dr. Niu, Ms. Obodozie, Dr. Stone,
Ms. Wallace, Mr. Winrow, Dr. Ying, Dr. Zhang, Dr. Schneider

Absent- Dr. Hemley, and Mr. Mitchell

Recording Secretary-Kathie Rolston

Welcome Back

1. New Faculty-Shannon Demuth, Nkechi Obodozie and Tim Winrow
2. New Department chairs-Debra Stone is stepping in while David Hemley is out. She is the new interim department chair for ACCT, FIN, PFP and ECON. Patt Burusnukul is stepping in while Bob Schneider is serving as interim Dean. He is the new interim department chair for BUS, HOSP MGT, IS, MGT, and MKT.
3. Does anyone have any accomplishments they would like to share? Dr. Stone had a paper published. Dr. Niu (with Dr. Cole and Dr. Schneider) had a paper published.
4. We will begin celebrating Birthdays again. Beginning with August birthdays-Matt 8/9, Tim 8/29 and John 8/30.
5. Corey-Summer help
6. John-COB Assessment Committee
7. Syllabus requirements-Due Friday August 13th.
8. Friday Oct. 15th is Parents Weekend-Dr. Burusnukul & Dr. Cole. Expecting several hundred people.
9. Back to school party at Dr. Stone's home August 27th at 6:00 pm. Her address is 1253 Oakwood Circle.
10. Travel-Tenured faculty-\$600 Tenure track faculty -\$1200. I must have your travel request by Oct. 1st through email-decision is firm-if you're not going you can't change your mind.
11. Advising training-Dr. Cole. If you're not using the cap you're not current. We will let you know what you did wrong if you are making mistakes.

Major Chores for the Year

1. Faculty Searches-Replace Deborah Corbin's position. Mr. Mitchell is retiring next summer.
2. Various Committee Projects (see next page)
3. Recruitment, Retention and Completion-We submitted a marketing plan to Dr. Laurenz this summer. We are working on 2+2 agreements. We are advertising at the High School. Our GA will fill Instagram and Facebook with pictures. We need to get our Social Media page up.
4. Mandatory Assessment meeting Friday August 13th. Lunch is provided.
5. Follow up with advisees who have not registered yet-Athletes should give you their game schedule.
6. SAP deadline-**August 13th**. Cap report signed by faculty. How many semesters they have left until they are finished. Dr. Haney is on this committee-Academic Standing. The two hardest courses are MGT 330 and FIN 315. At the bottom of the cap is the repeat courses. Financial aid will pay for you to

- take a class three times.
7. Use of New Mexico HED course descriptions for articulated course syllabi
 8. Syllabi Collection & Office Hours – *send to Zulma and Kathie* (they will be placed on Z drive). Due Friday 8-13.
 9. Update Address and Phone Numbers – *send to Kathie and Zulma both*
 10. “Outside Employment” notification
 11. Have canvas ready to go by Tuesday August 17th. This is mandatory.

Reminder of Important Policies & Other Info

- **FEC Files & APE Reports – *See schedules for dates***
- **Teaching – *please have timely communication with students***
 - *Office Hours – must be available*
 - *Check early for student tech issues*
- **Advising – *Maintain timely communication with advisees***
- **HLC-coming Summer 2022**
- **Budget-Same as last year with the caveat to be frugal. Subsequent years are likely to be leaner**
- **Leave slips**

COB Council

1. Immediate action:
 - a. University service assignments
2. Departments
 - b. Better faculty engagement for capstone evaluations. Capstone -case studies
3. COB Coordinators:

Graduate Program Coordinator – Kayhan; and, Faculty Senate/COB Election Coordinator – Michael
4. COB Committees:
 - a. Faculty Evaluation Committee – Patt (Past Chair) -all FEC’s are submitted electronically. The APE’s are electronic and go to the Department Chairs (David will get these instead of Debra) All FEC and APE’s are due August 24th. **MOTION BY DR. STONE, SECONDED BY DR. COLE:** To have one FEC for the entire COB. **PASSED** Unanimously
 - ***Decide on the composition of the committee-***
 - ***Decide on process for member election (committee must be formed by Friday, August 18)***
 - ***Mandatory FEC Chair Training August 28th***
 - ***FEC Revisions due to VPAA Nov. 8th***
 - b. Graduate Committee – Kayhan (Chair)
 - c. Assessment, Retention & Completion Committee; Recruitment, Marketing & Scholarship Committee; Speakers & Workshop Series; and, Undergraduate Curriculum Committee
 - The Dean has these appointments. Please check the spreadsheet to see what committees you are on.
 - Congratulations to the Marketing committee. Social media spent all the money allocated to them last year and may get more money this year.

- Matt – Marketing & Scholarship Committee-Dr. Haney-We need to separate these into two separate committees. **MOTION BY DR. HANEY, SECONDED BY DR. COLE:** To separate the Scholarship Committee from the Marketing Committee and have one person from each discipline on the committee. **PASSED** Unanimously
- Elections-Let Dr. Zhang know by 5:00 tonight (8/11/21) if you don't want to serve. **MOTION BY DR. COLE, SECONDED BY DR. DEMUTH:** The FEC committee should consist of 3 tenured and 2 nontenured faculty. DR. COLE withdrew motion and Dr. Demuth withdrew second. **MOTION BY DR. LUHMAN, SECONDED BY DR. GANDONOU:** The FEC committee should consist of 3 faculty. **PASSED** 12-0-2. **MOTION BY MS. WALLACE, SECONDED BY DR. HANEY:** The FEC committee should consist of 2 tenured and 1 nontenured faculty. **PASSED** Unanimously. Dr. Zhang will have ballots out by Thursday (8/18/21) using survey monkey. Ballots are due Monday (8/24/21) by 4:00 pm.

5. Special Projects for Committees to Work on:

- a. Revise, update, and clarify *FEC Criteria & College Guidelines* for Fall, 2022 (*FEC*). Due to the Dean Nov. 1, 2021. Due to VPAA Nov. 8, 2021.
- b. Review Marketing Plan – more focus on social media & 2+2 outreach (*Recruitment*)
- c. Assessment-intro for Friday's meeting
- d. Curriculum map needs updating. Update course number to 4-digit course number. Keep ACBSP standards in the back of your mind when updating this.

Adjourned at 4:15pm