

College of Business
Faculty Back-To-School Meeting Agenda
Thursday August 13 2020
1:30 to 3:00 pm Online-using Teams

Welcome Back

1. Dean-Dr. Herbert Snyder
2. New Faculty-Welcome Dr. Ying Yan
3. New Department chairs-Dr. David Hemley is the new department chair for ACCT, FIN, PFP, AG BUS and ECON. Dr. Bob Schneider is the new department chair for BUS, MGT, MKT, HOSP MGT, IS.

Major Tasks for the Year

1. Faculty Searches-Replace Veena's position
2. Various Committee Projects (see next page)
3. Recruitment, Retention and Completion

Immediate To Do List

1. Follow up with advisees who have not registered yet
2. SAP deadline-**August 13th**.
3. COB Meetings:
 - a. **FEC Revision due to VPAA Nov. 9th**.
4. Use of New Mexico HED course descriptions for articulated course syllabi
5. Syllabi Collection & Office Hours – *send to* Ms. Morantes and Ms. Rolston (they will be placed on Z drive)
6. Update Address and Phone Numbers – *send to* Ms. Rolston and Ms. Morantes *both*
7. Ergonomics – tell us if you need something to avoid workplace injuries
8. "Outside Employment" notification

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*
- **Advisor changes and new student inquiries** – *go to Dr. Schneider*
- **Crossing State Lines**
 - *Live in TX*
 - *Travel for child care of medical*
 - i. *Fill out travel form and COVID Inventory*

- **Hybrid courses switched to online**

- No additional payment - VPAA
- **Minimum expectations student online participation**
- **International Students**
 - Continuing students may be 100% online
- **Budget**
 - Same as last year with the caveat to be frugal. Subsequent years are likely to be leaner

COB Council

1. Immediate action:
 - a. University service assignments - **MOTION BY DR. COLE, SECONDED BY DR. STONE:** To keep our COB and University guidelines together. **PASSED 12-0-4**
2. Departments
 - b. Better faculty engagement for capstone evaluations
3. COB Coordinators:

Graduate Program Coordinator – Dr. Corbin; and, Faculty Senate/COB Election Coordinator – Dr. Debra Stone-Dr. Man Zhang is the current COB Election Coordinator.
4. COB Committees:
 - a. Faculty Evaluation Committee – Dr. Luhman (Past Chair)-all FEC's are submitted electronically. The APE's are electronic and go to the Department Chairs. Do we want to have one united FEC committee or two separate ones? **MOTION BY DR. STONE, SECONDED BY DR. HEMLEY:** The COB should have one united FEC committee. **PASSED 10-0-6**
 - **Decide on the composition of the committee** **MOTION BY DR. COLE, SECONDED BY DR. BURUSNUKUL:** Composition of the COB FEC COMMITTEE should be 3 tenured and 2 tenured track faculty members. **PASSED 9-1-6**
 - **Decide on process for member election (committee must be formed by Friday, August 21)** Dr. Zhang is the elections chair. He will make and send the ballot out to everyone listing everyone who is willing and eligible to serve on the FEC Committee. Chairs are not eligible to serve on this committee. Deadline to vote is by noon on August 14th. Vote by August 19 5:00 pm. Results will be delivered to the faculty on August 20th. The new FEC committee members and the name of the chair will be delivered to Dr. Laurenz on August 21st.
 - b. Graduate Committee – Dr. Corbin (Chair)-Grad school is up 13%. Congratulations Dr. Corbin.
 - 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.** Congratulations to the Marketing committee. Social media spent all the money allocated to them last year and may get more money this year.
5. 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 2, 2020.
 - b. Review Marketing Plan – more focus on social media & 2+2 outreach (*Recruitment*)
 - c. Collection of 2020-2021 program data (*Assessment*)

Adjourned 2:20 pm