



**College of Agriculture and Home Economics**

Dean and Chief Administrative Officer

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MEMO TO: CAHE Faculty and Staff

FROM: Lowell Catlett

SUBJECT: College Focus-Group Responses and Open Forum

Attached is a summary of the college-wide focus groups' responses that were collected in November and raw comments recorded from the sessions and online. There are important issues of common concern that need to be addressed. Please take time to review this material and we will discuss it together on December 18.

On Monday, December 18<sup>th</sup>, I will conduct two discussion sessions with the college faculty and staff. The first session will be on **CENTRA from 10:00 to 11:30 a.m.** This is primarily to accommodate off-campus faculty and staff, but anyone can log into the session. I invite all CAHE faculty and staff who are on campus to join me at **2:00 to 3:30 p.m. in the Gerald Thomas Hall Auditorium** for the second session.

I will briefly comment on the following:

- The process for continuing participation in college improvements.
- How to address the top three priorities identified by focus-group participants:

*Efficiency of business processes*

*Decision making processes*

*Communication and collaboration*

- Current action teams:

*College name review*

*College-wide meeting planning*

- Quarterly College-wide discussion forum schedule

The remainder of the time will be spent answering your questions and discussing the process for moving our college forward. If you would like to make online comments on the report or the process, you can do so on the "For Employees" page of the College website (<http://cahe.nmsu.edu:16080/employee/focus>).

I want to thank the chairpersons of the Focus Groups for their hard work. I also want to thank those of you who participated in these groups. I am committed to working with you to address the issues you have raised. The real test will come as we jointly develop and implement strategies based on your input. I look forward to working with you in this process to continuously improve the college.