

## Department Heads Council

Meeting Minutes  
January 23, 2007  
10:30 a.m. room 297

### Members Present:

Lowell Catlett, LeRoy Daugherty, Tim Nesbitt, Jeanne Gleason, Jon Boren for Allison, Ann Bock for Archuleta, Mark Andersen, Ron Byford, Tom Dormody, Janelle Chavez for Joe Graham, Janet Green, Mindy Turner for Frank Hodnett, Wes Holley, Grant Kinzer, Steve Loring, Paul Bosland for Greg Mullins, Octavio Ramirez, Tim Ross, Barbara Wise, Mark Wise.

### Members Absent:

Wanda Eastman, Ron Gurley, Paul Gutierrez, Wendy Hamilton, Kris Havstad, John Mexal, Ricardo Rel, Gerald Chacon, Roberta Rios, Charles Siepel

Guests: Deb Franzoy, Richard Phillips

1. **Approval of Minutes from 11-28-06**  
Minutes approved as corrected
2. **Metrics for I&G**
  - **Dr. Holley-** College Administration has the I&G formulas prepared by department heads. Academic Programs will look at the formulas and corresponding numbers and forward the information to departments.
  - **Holley-** attended university meeting regarding reallocation of faculty lines. All colleges lost I&G funding which means positions are lost. This is university wide. Based on the colleges' priorities some positions were given back with directives on the positions. Department heads discussed the loss of positions and possible solutions and budget issues. Upper Administration will be looking at the colleges each year to evaluate us on performance measures they will put in place, which includes student credit hours.
3. **Department heads Evaluations**
  - **Catlett-** Department Heads should contact the appropriate Associate Dean in regards to budget decisions and or position decisions. The deans will develop a performance evaluation form that will address budget, performance issues and student credit hours. Catlett stated that department heads evaluations will be done by the appropriate Associate Dean.
4. **President Martin Letter (Informational)**
  - No discussion, informational only

5. **Other**

- **Holley-** The Graduate Dean hired a recruiter. Part of the recruiters duties is to check formatting on thesis papers, no grammar just format.
- **Holley-** Dr. Dormody attended Distance Education meeting. Jennifer Taylor and Carmen Gonzales are looking to develop a new formula system that will hopefully add more funding to the DE program; Holley will ask the curriculum committee to consider minors in extension.
- **Rich Phillips-** gave an update regarding the Visioning Committee focus groups and the college open forum. The dean will be having an open forum quarterly.
- **Dean Catlett-** Congratulated Dr. Ann Bock for receiving the Roush Award.
- **Janet Green-** Lunches at HRTM W100 West will be operational mid February; Tyson Foods and HRTM will host a reception for university student leaders on January 29 in W100. Tyson foods selected NMSU as one of 6 institutions to create and develop a relationship with Tyson Foods Corporation. Tyson is a large corporation with a wide variety of job opportunities for students in all fields. Janet is excited about the developing relationship with Tyson.
- **Ron Byford-** the Water Quality Task Force received the National Award from USDA.
- **Holley-** the USDA Teacher's Award deadline is March 15. Holley encouraged all department heads to nominate their qualified instructors.
- **Daugherty-** it is time to collect data that goes into New Mexico Resources and CRIS reports.
- **Tim Nesbitt-** Marilyn Pike-Novak resigned her position in the college. The position will be eliminated as a cost saving measure.
- **Jeanne Gleason-** encouraged departments to consider putting a component of Ag Communication in their grant proposals. She would be happy to work with anyone on this component.
- **Dr. Dormody-** the departments proposed new major "Agriculture and Community Development" has passed faculty senate and will go up to the Board of Regents in March.
- **Janell Chavez-** is planning the IRD summer program with the middle school kids. She will contact departments for support. She thanked everyone for their past support.
- **Mindy Denny-** 4-H completed state wide events. A new team of 4-H students were selected as diplomats and ambassadors.
- **Barbara Wise-** college alumni committee created an annual Award of Distinction to go to an alumnus from each academic department. The award will hopefully be in place by October 2007. She encouraged departments to let her know if they have someone they would like her to meet with while she is traveling. Development office sends out an update at end of month and her travel is on the updates.

- **Mark Wise**- Equine program was recently recognized by the Association of International Programs.
- **Octavio Ramirez**- the Doctorate of Economics Program has been approved. The department will start the program in 2008. He discussed faculty lines in his department; Ramirez attended a meeting in Salt Lake City regarding the Iraqi Project. He will attend another meeting in Amman, Jordan along with Dr. Gutierrez and others with USDA.

**Meeting was adjourned by Dr. Catlett at 11:50 a.m.**

Minutes submitted by Elizabeth Rios-Crabb

Minutes approved by:

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