MCYOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 1.03
Membership on Standing Committees

PURPOSE
The purpose of this document is to establish policies and procedures governing standing committees within the McCoy College of Business Administration.

UNIVERSITY POLICIES
UPPS Documents:
02.05.01 University Scholarship Policy
04.04.21 Tenure/Promotion Review (Also see current Faculty Handbook)

ADMINISTRATIVE AFFAIRS POLICIES
AAPPS Documents:
2.18 Curriculum Committees

GENERAL INFORMATION
The McCoy College has the standing committees listed below. Committee members are either elected or appointed to three-year, staggered terms unless otherwise required by University policy. If a committee member is unable to complete a full term, the chair, on the advice of the senior faculty, will appoint a replacement to complete the unexpired term. Unless otherwise required by University policy, elected committees consist of one representative from each department elected by the department's personnel committee plus an ex-officio chair appointed by the dean. The College senator and senate liaisons are responsible for conducting the election in their own department in the spring semester for the following fall semester. Appointed committees consist of one representative from each department plus an ex-officio chair appointed by the dean. The chair of each committee will prepare, by October 1, a document displaying committee goals for the year and send a copy to the dean. In addition, the chair will keep minutes of each meeting and distribute them to the dean, associate deans, department chairs and others as appropriate. The dean may appoint additional ad hoc committees as needed.

ELECTED COMMITTEES

Governance Committee

• Coordinates the evaluation and revision of McCoy College PPSs
• Reviews the College’s mission statement at least every five years to ensure it reflects our unique mission and is consistent with the university’s mission statement
• Considers suggestions for change of the mission from any faculty member or other stakeholder, including students
• Provides counsel to the dean and the college council on policy issues
• Coordinates open forums and votes of the faculty on any major revision of the mission or policy issues
• The College Faculty Senator from the McCoy College will be chair
**Undergraduate Curriculum Committee**

- Receives, evaluates, and collects guidelines and timetables for all undergraduate McCoy College curricular requests, including program and course changes, new degree programs, and new course proposals
- Develops and implements cycle for undergraduate core curriculum review
- Undertakes a major curriculum review and revision of the undergraduate business curriculum at least every five years
- Works with Assessment Committee to ensure appropriate data are collected from all stakeholders necessary to evaluate effectiveness of the McCoy College curriculum
- Evaluates curriculum assessment data and recommends adjustments to the dean, the College Council, and, where appropriate, the faculty
- Specifies learning goals for each undergraduate degree program
- Works with Core Course Coordinators to collect and monitor core course syllabi on a regular basis to determine the coverage of topics I core courses and oversees development of knowledge, skills and abilities for each course
- Coordinates with departments offering certificate programs to evaluate those programs
- Monitors the business minor program and the international business minor program and provides recommendations for modification
- The committee chair, the associate dean for undergraduate programs and the director of the McCoy College advising center serve as ad hoc, non-voting members

**Graduate Policies Committee**

- Serves in an advisory capacity to the Associate Dean for Graduate Business Programs
- Reviews standards for admission, retention and on-going enrollment issues
- Evaluates candidate applications for admission to the graduate program
- Reviews proposals for new graduate courses and changes to existing courses
- Undertakes a major review and revision of the graduate curriculum at least every five years
- Works with Assessment Committee to ensure appropriate data are collected from all pertinent stakeholders necessary to evaluate the effectiveness of graduate programs
- Evaluates the data and recommends program changes to the dean, the College Council, and, where appropriate, the faculty
- Specifies learning goals for the graduate program
- Collects and monitors core course syllabi on a regular basis to determine the coverage of topics in core courses to ensure it is in keeping with identified program goals
- Works with departments to submit documentation for new or revised graduate courses
- Evaluates and recommends nominees for graduate awards and scholarships
- Only members of the graduate faculty are eligible to serve on this committee.

**Budget Committee (as established by AAPPS 1.15)**

- As part of budget review within the College, provides faculty input to the dean on budget matters
- Provides the dean the opportunity to explain how budget distributions reflect strategic
• Reviews distribution of new full-time faculty, changes in adjunct budgets, changes in summer budgets, and changes in M&O budgets

**College Research Enhancement Program Committee**

• Reviews proposals submitted to the University Research Enhancement Program
• Only Scholarly Academic and Practice Academic faculty are eligible to serve on this committee
• Members of the committee are ineligible to submit proposals
• The chair of the committee is appointed by the Faculty Senate for a three-year term

**College Review Group (as established by AAPPS 8.10)**

• Reviews the documentation of candidates for promotion and/or tenure
• Discusses each candidate and votes by ballot to approve or disapprove each of the candidates
• The review group is composed of one tenured faculty member, preferably from the full professor rank, elected in each department, the department chairs, one outside tenured faculty member, one outside academic dean or chair, and the dean of the college, who is a non-voting member

**APPOINTED COMMITTEES**

**Research Committee**

• Recommends and coordinates activities to foster quality scholarly activity for all McCoy College faculty
• Coordinates the McCoy College research grants program, including the distribution of the call for proposals, evaluation of proposals, and recommendations for funding to the Associate Dean
• Collects and evaluates follow-up reports from funded research projects
• Coordinates the public presentation to McCoy College faculty of research results from funded proposals
• Recommends candidates for the Woods Research Award and schedules a public presentation to the college of the recipient’s research
• Establishes research goals and standards of research quality for Peer Reviewed Journals and Other Intellectual Contributions
• Only Scholarly Academic and Practice Academic faculty are eligible to serve on this committee
• Members of the committee who have submitted proposals should voluntarily recuse themselves when their proposal is discussed by leaving the meeting so the remaining members can freely discuss and vote on the proposal

**Scholarship Committee**

• Coordinates the McCoy College undergraduate scholarship program, including announcing to students that scholarship applications are being accepted, evaluating applications, and awarding scholarship funds
• Coordinates the annual scholarship awards ceremony
• Oversees follow-up by students to acknowledge scholarship donors
• Proposes activities to increase scholarship donations and to recognize donors
• Recommends programs for scholars where appropriate
• Advises the dean regarding scholarship criteria

**Assurance of Learning Committee**

• Coordinates the assessment of the quality of all undergraduate and graduate degree programs
• Works with the Undergraduate Curriculum Committee and the Graduate Policies Committee to evaluate approaches to assessing student learning outcomes
• Collects and reports results of course embedded assessments of learning goals
• Develops, distributes and tabulates data collection designed to assess quality of learning from stakeholders including current and graduating students, alumni, faculty and others, as necessary
• Selects and implements assessment methods
• Reports results and recommendations to the Undergraduate Curriculum and Graduate Policies Committees and CBAC

**MSAIT Committee**

• Made up of three graduate faculty representatives from the department of accounting and three from the department of computer information systems and quantitative methods
• Receives and evaluates curricular requests related to the MSAIT degree
• Evaluates new course proposals and course changes related to the MSAIT degree

**Ethics, Diversity and Sustainability Committee**

• Evaluates ethical, diversity, and sustainability issues in the College and develops recommendations for enhancement
• Works with the Undergraduate Curriculum Committee and Graduate Policies Committee to ensure adequate coverage of concepts related to ethical, diversity, and sustainability concepts in the curriculum
• At least annually, initiates programs to educate and enhance awareness of ethical, diversity and sustainability issues for students and faculty

**International Business Committee**

• Provides recommendations to the McCoy College regarding various international initiatives including areas such as international partnerships, study abroad programs, faculty development and curriculum
CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the College of Business Administration policy and procedure from the date of the document until superseded.

Last Update: March 20, 2016

Review Cycle: E5Y

Next Review Date: Sept 1, 2016

CBAC Review: __________________________ Date: ________

Governance Review: __________________________ Date: ________

Approved by: __________________________ Date: ________
    Denise T. Smart
    Dean, McCoy College of Business Administration