

CBAPPS 1.03
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Sr. Reviewer: Dean, McCoy College

McCOY COLLEGE OF BUSINESS

CBAPPS 1.03: Membership on Standing Committees

POLICY STATEMENT

The purpose of this policy is to establish policies and procedures governing standing committees within the McCoy College.

UNIVERSITY POLICIES

UPPS 02.05.01 University Scholarship Policy
AA/PPS 04.04.20 (8.10) Tenure and Promotion Review
AA/PPS 02.01.40 (2.18) Curriculum Committees
AA/PPS 04.01.25 Academic Program Coordination
AA/PPS 04.01.30 Nomination and Evaluation Procedures for Graduate Faculty
Also see current Faculty Handbook

MCCOY COLLEGE POLICIES

CBAPPS 2.06 Participation/Supporting Faculty, Voting at College Faculty Meetings
CBAPPS 2.08 Graduate Programs

GENERAL INFORMATION

1. The McCoy College houses the standing committees listed below. Committee members are either elected or appointed to three-year, staggered terms unless otherwise required by university policy. Each department is responsible for conducting elections and submitting elected and appointed faculty names to the dean's office by May 15th in the Spring Semester. Unless otherwise required by university policy, committees will consist of one representative from each department elected by the department's participating faculty as defined in CBAPPS 2.06 plus an ex-officio, non-voting, chair appointed by the dean. Typically, a committee chair appointed by the dean will serve no more than two consecutive terms. If a committee member, elected or appointed, is unable to complete a full term, the department chair will appoint a replacement to complete the unexpired term.
2. The chair of each committee will prepare, by October 1, a document outlining committee goals for the year and send copies to the dean and the ex-officio associate dean representative. Committees are expected to meet either in person or via video-

conferencing technology. In addition, the chair will keep minutes of each meeting and distribute them to the dean, associate deans, department chairs and others as appropriate, and post them on the McCoy College Committees Canvas site. A summary of the committee's activities is due to the dean prior to the end of the spring term faculty meeting. The dean may appoint additional ad hoc committees as needed.

ELECTED COMMITTEES

College Research Enhancement Program Committee

- A. Only faculty classified as scholarly academic are eligible to serve on this committee and these members are ineligible to submit proposals.
- B. The chair of the committee is appointed by the Faculty Senate for a three-year term.
- C. Tasks:
 - i. Reviews proposals submitted to the university research enhancement program.

College Review Group (as established by AA/PPS No. 04.02.20)

- A. Only tenured faculty are eligible to serve on this committee.
- B. The College Review Group is composed of one tenured faculty member preferably from the full professor rank, elected in each department; all department chairs; one outside tenured faculty; one outside academic dean or chair; and the dean of the college, who is a non-voting member.
- C. Tasks:
 - i. Reviews the documentation of candidates for tenure and/or promotion,
 - ii. Discusses each candidate and votes by secret ballot to approve or disapprove each candidate.

Governance Committee

- A. All full-time faculty are eligible to serve on this committee.
- B. The college faculty senator from the McCoy College acts as the non-voting chair.
- C. The associate dean for faculty success and research serves as an ex-officio, non-voting member of the committee.
- D. Tasks:
 - i. Gives voice to faculty input and suggestions,
 - ii. Coordinates the evaluation and revision of McCoy College CBAPPSs
 - iii. Reviews the college's mission statement at least every five years to ensure it reflects our strategic positioning and is consistent with the university's mission statement
 - iv. Considers suggestions for changes to the mission from any faculty member or other stakeholders, including students
 - v. Provides counsel to the dean and the college council on policy matters
 - vi. Coordinates open forums and votes of the faculty on any major revision of the mission or policy matters.

Undergraduate Curriculum Committee

- A. All full-time faculty are eligible to serve on this committee.
- B. Membership consists of one representative from each academic discipline to be elected by the discipline members.
- C. The respective college representative to the University Curriculum Committee (UCC) is an ex-officio non-voting member of the committee.
- D. The associate dean for undergraduate programs and the director of the McCoy College Advising Center serve as ex-officio, non-voting members.
- E. Faculty members who serve on the Undergraduate Curriculum Committee may not concurrently serve on the Graduate Policies and Curriculum Committee.
- F. At a minimum, the committee meets twice a year. The minutes of the meetings will be posted and distributed to the stakeholders no less than two weeks after the meeting was held.
- G. Tasks:
 - i. 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
 - ii. Develops and implements periodic undergraduate core curriculum reviews
 - iii. Undertakes a major curriculum review and revision of the undergraduate business core curriculum at least once every five years
 - iv. Develops market insights to inform learning needs and trends and innovative curriculum while benchmarking best practices and ensuring mission-driven curriculum
 - v. Works with the undergraduate assurance of learning committee to ensure appropriate data are collected from all stakeholders necessary to evaluate effectiveness of the McCoy College curriculum
 - vi. Incorporates student input into curricular decisions
 - vii. Evaluates curriculum assessment data and provides recommendations to the dean, the college council, and where appropriate, the faculty.
 - viii. Specifies learning goals for each undergraduate degree program
 - ix. Works with core course coordinators to collect and monitor core course syllabi on a regular basis to determine the coverage of topics in core courses and oversees development of knowledge, skills and abilities for each course
 - x. Coordinates with departments offering certificate programs to evaluate those programs
 - xi. Monitors the business and the international business minor programs and provides recommendations for continuous improvement.

APPOINTED COMMITTEES

Graduate Policies and Curriculum Committee

- A. Only members of the graduate faculty are eligible to serve on this committee.
- B. Membership of this committee is typically made up of the graduate academic program coordinators.
- C. Faculty members who serve on the Graduate Policies and Curriculum Committee

- may not concurrently serve on the Undergraduate Curriculum Committee.
- D. The designated college representative to the University Curriculum Committee is also an ex-officio, non-voting member of the committee for all decisions affecting curriculum.
 - E. In the event that a department does not have a graduate program, the department chair will appoint a faculty member to represent that department.
 - F. The dean will appoint a representative for any college-wide graduate programs.
 - G. The dean will select the committee chair from among the members of the committee.
 - H. The associate dean for graduate programs is an ex-officio, non-voting member of the committee.
 - I. Tasks:
 - i. Serves in an advisory role to the associate dean for graduate programs to ensure all McCoy College graduate programs meet the highest standards
 - ii. Reviews standards for admission, retention and on-going enrollment issues
 - iii. Evaluates and recommends nominees for graduate awards and scholarships
 - iv. Reviews proposals for new graduate programs and courses and changes to existing programs and courses
 - v. Incorporates student input into curricular decisions
 - vi. Evaluates the data and recommends program and curriculum changes to the dean, the college council, and where appropriate, the faculty

MBA Admissions Review Committee

- A. Only faculty that teach in the MBA program are eligible to serve on this committee.
- B. The associate dean for graduate programs also serves on the committee.
- C. Tasks:
 - i. Evaluates MBA program applications
 - ii. Makes recommendations for admission to the associate dean for graduate programs

MBA Assurance of Learning Committee

- A. Membership consists of the core course coordinators for each graduate course in the core curriculum; the core course coordinators are appointed by their department chairs.
- B. The associate dean for graduate programs is an ex-officio, non-voting member of the committee.
- C. The college dean will appoint the chair of the committee.
 - i. The chair will serve as a liaison between the Graduate Policies and Curriculum Committee (GPCC) and those teaching MBA core courses and is expected to meet with the GPCC at least once per academic year;
 - ii. The chair will work with instructors of MBA core courses to:
 - develop common syllabi for multi-section MBA core courses
 - ensure that course learning objectives are achieved and clearly assessed

- ensure that key learning themes of the MBA program are reinforced
- ensure that course content remains current
- ensure that course delivery methodology is appropriate for graduate education
- ensure that students and faculty are held to a high standard of professionalism and performance.

D. Tasks:

- i. Serves in an advisory role to the associate dean for graduate programs
- ii. Monitors MBA core course content to ensure that it is relevant, topical, and consistent with current research and teaching methods
- iii. Monitors the inclusion, where appropriate, of McCoy College and MBA program goals
- iv. Ensures that course descriptions and course objectives are consistent among multi-section MBA courses through a review of syllabi
- v. Reviews and selects textbooks and other teaching materials to be used in MBA core course offerings
- vi. Ensures that a common, “skeletal” syllabi is followed for each MBA core course as specified by the GPCC
- vii. Coordinates the assurance of learning outcomes for the MBA Program
- viii. Works with the GPCC to evaluate approaches for assessing student learning outcomes in core courses
- ix. Selects and implements assessment methods
- x. Reports results and develops recommendations to the GPCC.

Research Committee

- A. Only faculty classified as scholarly academic are eligible to serve on this committee.
- B. Members of the committee who have submitted proposals for the McCoy College Research Grants Program should recuse themselves.
- C. The associate dean for faculty success and research is an ex-officio, non-voting member of the committee.
- D. Tasks:
 - i. Recommends and coordinates activities to foster quality scholarly activity for all McCoy College faculty
 - ii. 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 for faculty success and research.
 - iii. Collects and evaluates follow-up reports from funded research projects
 - iv. Coordinates the public presentation to McCoy College faculty of research results from funded proposals
 - v. Recommends candidates for the Woods Research Award and schedules a public presentation to the college of the recipient’s research
 - vi. Provides guidance on research goals and standards of research quality for peer reviewed journals and other intellectual contributions

Sustainability and Societal Impact Committee

- A. Membership consists of one representative from the Undergraduate Curriculum Committee, one representative of the Research Committee, one representative of the Assurance of Learning Committee, one representative of the Graduate Policies and Curriculum Committee, and two faculty members at-large.
- B. The associate dean for undergraduate programs is an ex-officio, non-voting member of the committee.
- C. Tasks:
 - i. Develop and promote relevant programming for faculty, staff, and students to highlight sustainability and societal impact initiatives
 - ii. Advise on curricular and co-curricular offerings
 - iii. Develop metrics for measurement of societal impact
 - iv. Liaise with and leverage University sustainability resources

Teaching Innovation Committee

- A. All full-time faculty are eligible to serve on this committee.
- B. The associate dean for faculty success and research serves as ad hoc, non-voting, ex-officio member.
- C. Tasks:
 - i. Builds a strong culture of teaching excellence by modeling, sharing, and facilitating inclusive pedagogies and innovative engagement strategies
 - ii. Coordinates annual solicitation, review, and selection of Instructional Innovation Grant proposals
 - iii. Helps coordinate the annual Master Teacher Showcase
 - iv. Provides support to teaching faculty including but not limited to:
 - 1. sharing best practices and innovative uses for instructional technology
 - 2. standardizing LMS platforms to facilitate consistent delivery of online or hybrid courses
 - 3. providing a forum for discussing and documenting best practices
 - 4. offering workshops to support teaching excellence

Undergraduate Assurance of Learning Committee

- A. Membership consists of the core course coordinators for each undergraduate course in the core curriculum plus an ex-officio chair appointed by the dean.
- B. The associate dean for undergraduate programs serves as a non-voting, ex-officio member of the committee.
- C. At a minimum, the committee meets twice a year.
- D. Tasks:
 - i. Coordinates the assessment of the quality of all undergraduate degree programs
 - ii. Works with the undergraduate curriculum committee to evaluate approaches to assess student learning outcomes
 - iii. Collects and reports results of course embedded assessments of learning goals
 - iv. Selects and implements assessment methods
 - v. Reports results and recommendations to the undergraduate curriculum

committee and CBAC.

Undergraduate Scholarship and Awards Committee

- A. All full-time faculty are eligible to serve on this committee.
- B. The associate dean for undergraduate programs serves as a non-voting, ex-officio member of the committee.
- C. Tasks:
 - i. Administers and conducts the selection for college-wide undergraduate student awards, scholarships, and honors, including announcing to students that scholarship and award applications are being accepted, designing the applications, evaluating applications, and making recommendations to the dean for scholarship funds and awards
 - ii. Provides support to the dean's office staff to coordinate the annual scholarship awards ceremony
 - iii. Oversees follow-up by students to thank scholarship donors
 - iv. Proposes activities to increase scholarship donations and to recognize donors
 - v. Recommends programs for scholars where appropriate
 - vi. Advises the dean regarding scholarship and award criteria

CERTIFICATION STATEMENT

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

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Cycle: E5Y

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