

John A. Walker College of Business

**Advisory Committee Structure
For
Continuous Improvement**

Revised August 27, 2009

Overview

The process of continuous improvement requires a coordinated system in which desired outcomes are identified, processes and procedures are implemented, and assessment is performed to determine the extent to which desired outcomes are being achieved. It is through the continuous improvement process that problems are identified and addressed to improve performance.

The John A. Walker College of Business utilizes such a system to continuously improve its operations. The process is implemented by the Dean utilizing a series of committees as outlined in this document. Included are the purpose, specific duties, and composition of each committee.

The Executive Committee serves as the primary steering committee to direct the efforts of other committees involved in the continuous improvement process. Due to its importance, the committee has leadership representation from all departments in the College. In addition, the Dean seeks advice from the following constituent committees: Mission and Strategic Planning Committee, Business Advisory Council, Council of Student Advisors, and Walker Fellows.

Four key faculty committees are responsible for the oversight of various aspects of the operations of the College, including making recommendations for change. The Undergraduate and Graduate Curriculum Committees are responsible for oversight of the structure of curriculum in their respective degree programs. The Faculty Composition and Development Committee is responsible for recommending / reviewing faculty qualification and performance standards. The Assessment Committee is responsible for oversight of the assurance of learning program of the college.

The four committees described above funnel recommendations through the Executive Committee, which consists of the Department Chairpersons, the Assistant/Associate Deans, and the Dean. The Executive Committee is the primary advisory body regarding the implementation of new policies. When appropriate, a vote of the faculty is taken to determine if policy will be changed.

Other standing committees in the College include the Scholarship Committee, which gives recommendations for scholarship awards to students; the Honors Advisory Committee, which gives recommendations for the College's Honors Program; the International Programs Committee, which advises on issues related to the College's International Programs; and the COB Website Committee, which advises on matters related to the College's website.

Committee Selection and Operation

The Dean is responsible for the selection of all faculty appointments to committees. If there are specific guidelines with regard to departmental representation on a committee, the Dean will solicit input from the respective chairpersons in the form of at least two names of faculty members for the vacant position.

Unless otherwise specified, committee meetings and procedures will follow parliamentary procedures as described by *Robert's Rules of Order Newly Revised*.

Executive Committee

Purpose: Serve as the primary steering committee in the College's continuous improvement process.

Duties:

- 1) Be familiar with all AACSB standards.
- 2) Regularly monitor the relevance of the College's mission and strategic plan, solicit input from other advisory committees and constituents, and initiate the revision process as needed.
- 3) Develop and execute annual action plans to achieve the mission and strategic plan.
- 4) Serve as the primary advisory committee to the Dean regarding the appropriateness of recommendations from other committees as they relate to the mission.
- 5) Serve as the primary advisory body regarding the implementation of new policies in the College.

Composition:

Chairperson: Dean
Departmental Chairpersons
Associate Dean for Undergraduate Programs and Administration
Assistant Dean for Graduate Programs and Research
Assistant Dean for International Programs and Assessment

Mission & Strategic Planning Committee

Purpose: Continually monitor the relevance of the mission and strategic plan of the College, and develop strategies to monitor and achieve them.

Duties:

- 1) Be familiar with AACSB standards on mission, strategic plan and key objectives.
- 2) Provide regular monitoring of the relevance of the mission and strategic plan of the College.
- 3) Serve as an advisory committee to the Dean regarding recommendations from other College of Business committees and the appropriateness of those recommendations as they relate to the mission.
- 4) Develop and refine key performance measures for the College to provide assessment of how the College is meeting the goals and objectives of the strategic plan.
- 5) In conjunction with the Undergraduate Curriculum, Graduate Curriculum, and Assessment Committees, monitor the learning goals of degree programs and suggest revisions as needed.

Composition:

Chairperson: Dean

One faculty member from each department (fixed 3-year term)

Business Advisory Council

Purpose: Serve as an advisory council to the Dean regarding all programs and activities offered by the College.

Composition:

Chairperson: Selected from the membership

Members are senior-level business executives and/or community leaders (renewable 3-year terms)

Dean (non-voting)

Provost (non-voting)

Dean's Council of Student Advisors

Purpose: Serve as an advisory council to the Dean regarding student issues.

Composition:

Chairperson: Dean

Presidents and Vice-Presidents for all COB student clubs (1-year term)

Walker Fellows

Purpose: Serve as representatives to all constituents of the Walker College, including students, alumni, faculty/staff, and the business community.

Duties:

- 1) To coordinate and promote Walker College of business events for students.
- 2) To encourage interaction with students, alumni, faculty and staff, and the business community through service, events and academic programs.
- 3) To increase student awareness of opportunities available through the Walker College of Business.

Composition:

Up to 20 business students are invited to join each year through an application and interview process.

Undergraduate Curriculum Committee

Purpose: Continually monitor and advise on all matters related to the undergraduate degree program.

Duties:

- 1) Be familiar with AACSB standards on curriculum content and evaluation for the undergraduate degree program.
- 2) Serve as a review and advisory body for all proposed changes in undergraduate curriculum in the College.
- 3) Monitor and make recommendations regarding revisions of the undergraduate degree program learning goals document. This work is done in conjunction with the Mission & Strategic Planning and the Assessment Committees.
- 4) Monitor and make recommendations regarding revisions of the undergraduate core curriculum on an as-needed basis.

Composition:

Chairperson: Associate Dean for Undergraduate Programs and Administration

One faculty member from each department (fixed 3-year term)

Director of COB Advising (non-voting)

Graduate Curriculum Committee

Purpose: Continually monitor and advise on all matters relating to all graduate degree programs.

Duties:

- 1) Be familiar with AACSB standards on curriculum content and evaluation for all graduate degree programs.
- 2) Serve as an advisory body for all proposed changes in graduate curriculum in the College.
- 3) Monitor and make recommendations regarding revisions of the MBA curriculum on a regular basis.
- 4) Monitor and make recommendations regarding revisions of the graduate degree program learning goals documents on a regular basis. This work is done in

conjunction with the Mission & Strategic Planning and the Assessment Committees.

Composition:

Chairperson: Assistant Dean for Graduate Programs and Research
One graduate faculty member from each department (fixed 3-year term)

Faculty Composition and Development Committee

Purpose: Review and advise on all matters related to the composition and development of College of Business faculty.

Duties:

- 1) Be familiar with AACSB standards on faculty composition and development and intellectual contributions, and review College compliance in these areas.
- 2) Review and make recommendations regarding revisions of the WCOB's *Faculty Personnel Guideline* document.
- 3) Review and make recommendations regarding revisions of the *Standards for Faculty Sufficiency & Faculty Qualifications* document.
- 3) Serve as a review and advisory board for policy and procedure changes that relate to faculty issues and concerns.

Composition:

Chairperson: Associate Dean for Undergraduate Programs and Administration
One faculty member from each department (fixed 3-year term)

Assessment Committee

Purpose: Continually develop and monitor the assurance of learning program for the College and advise on matters related to achieving the learning goals of College degree programs.

Duties:

- 1) Monitor College-compliance with AACSB standards on assurance of learning and assessment.
- 2) Oversee the assessment plan of the College. Insure that agreed-upon assessment activities take place in a timely and consistent manner.
- 3) Collect, review and analyze the assessment results within the College. Provide advice on possible methods of improving student learning in the College.
- 4) In conjunction with the Mission & Strategic Planning, Undergraduate Curriculum, and

Graduate Curriculum Committees, monitor the learning goals of degree programs and suggest revisions as needed.

Composition:

Chairperson: Assistant Dean for International Programs and Assessment
One faculty member from each department (fixed 3-year term)
Assistant Dean for Graduate Programs and Research
Director of the M.S. Program in Accounting

Scholarship Committee

Purpose: Advise on scholarship awards to students.

Duties:

- 1)
- 2) Review applicants and make recommendations for scholarships to incoming freshmen
- 3) Review applicants and make recommendations for scholarships to continuing students.

Composition:

Chairperson: Associate Dean for Undergraduate Programs and Administration

One faculty member from each department (renewable 1-year term)
COB Scholarship Coordinator (non-voting)

Honors Advisory Committee

Purpose: Serve as an advisory council for the College of Business Honors Program.

Duties:

- 1) Review applicants and select students to be admitted to the program.
- 2) Serve as mentors to students admitted to the program.
- 3) Make recommendations as needed regarding the structure, operation and expectations of the program.

Composition:

Chairperson: Assistant Dean for Graduate Programs and Research
One faculty member from each department (renewable 1-year term)
Director of COB Advising (non-voting)

International Programs Committee

Purpose: Review, monitor and advise on issues relating to study abroad programs, international exchange agreements, and other activities intended to internationalize the College.

Duties:

- 1) Make recommendations to the Dean concerning countries for study abroad programs.
- 2) Make annual recommendations on trip leaders and associates for each study abroad program.
- 3) Make policy recommendations concerning the operation of international programs.
- 4) Review and advise on international collaboration agreements with foreign institutions.
- 5) Review applicants and make recommendations to the Scholarship Coordinator for study abroad scholarship awards.

Composition:

Chairperson: Assistant Dean for International Programs and Assessment
One faculty member from each department (renewable 1-year term)
International Programs Coordinator and Student Advisor

COB Web Site Committee

Purpose: Serve as an advisory council to the College Webmaster regarding College web site issues.

Duties:

- 1) Members serve as liaisons between the webmaster and departments to develop a useful and professional web site.
- 2) Seek to maintain consistency in the structure and look-and-feel of the various levels (departments, centers, offices, etc.) of the web site throughout the College.

Composition:

Chairperson: Associate Dean for Undergraduate Programs and Administration

One faculty member from each department (renewable 1-year term)
COB Webmaster
COB Communications Specialist
Chairperson of CIS Department (*ex officio*)