



Advisory Committee Structure For Continuous Improvement

January 2007

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. In this process, problems will be identified that need addressing to improve performance.

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

The Mission & Strategic Planning Committee will serve 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 representation from all constituents to the College. In addition, the Dean will seek advice from the following constituent committees: Business Advisory Council, Executive Committee, and Council of Student Advisors.

Four key faculty committees will be responsible for the oversight of various aspects of the operations of the College including making recommendations with regard to changes in the way the College operates in their specific areas of responsibility. 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 monitoring faculty qualification and performance. The Assessment Committee is responsible for oversight of the assurance of learning program of the college.

The four committees described above will funnel recommendations through the Executive Committee, which consists of the department chairpersons, the assistant/associate deans, and the dean. The Executive Committee will be the primary advisory body regarding the implementation of new policies. When appropriate, a vote of the faculty will be utilized to determine if policy will be changed.

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 chairperson 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*.

Mission & Strategic Planning Committee

Purpose: Continually monitor the relevance of the mission and strategic plan of the College and the work of other College of Business committees for consistency with respect to the mission.

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. Initiate revisions to the mission or strategic plan as needed.
- 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.
- 5) 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.
- 6) 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: Associate Dean for Accreditation
One faculty member from each department (fixed 3-year term)
One member of the Business Advisory Council (renewable 1-year term)
One undergraduate student (fixed 2-year term)
One graduate student (fixed 1-year term)
Dean (non-voting)
Assistant Dean for Instructional Programs (non-voting)
Assistant Dean for Graduate and International Programs (non-voting)

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 Dean regarding student issues.

Composition:

Chairperson: Dean

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

Associate Dean for Accreditation (non-voting)

Assistant Dean for Instructional Programs (non-voting)

Assistant Dean for Graduate and International Programs (non-voting)

Director of COB Career Services (non-voting)

Director of Development (non-voting)

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: Assistant Dean for Instructional Programs

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 and International Programs
One graduate faculty member from each department (fixed 3-year term)

Faculty Composition and Development Committee

Purpose: Monitor 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 *Guidelines for Performance Appraisal and Policy on Workload* 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: Assistant Dean for Instructional Programs
One faculty member from each department (fixed 3-year term)
Associate Dean for Accreditation (non-voting)

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

Scholarship Committee

Purpose: Advise on scholarship awards to students.

Duties:

- 1) Review applicants and award study abroad scholarship money.
- 2) Review applicants and award renewable scholarships to incoming freshmen.
- 3) Review applicants and award scholarships to continuing juniors and seniors.

Composition:

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

Study Abroad Committee

Purpose: Review and monitor the College's study abroad programs.

Duties:

- 1) Make recommendations to the Dean concerning countries for study abroad programs.
- 2) Make annual recommendations on trip leaders and associates for each program.
- 3) Make policy recommendations concerning the operation of study abroad programs.

Composition:

Chairperson: Assistant Dean for Graduate Studies and External Program
One faculty member from each department (renewable 1-year term)

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 Accreditation
One faculty member from each department (renewable 1-year term)
COB Webmaster & Accreditation Assistant
COB Communications Specialist

Post-Tenure Review Appeals Committee

Purpose: Hear and review cases where a tenured faculty member has received a negative post-tenure review evaluation and seeks to appeal the evaluation.

Composition:

Chairperson: Associate Dean for Accreditation
One faculty member from each department (fixed 3-year term)