



COLLEGE *of* BUSINESS
THE UNIVERSITY OF CENTRAL ARKANSAS

College of Business
Committees & Structure

August 2016
Approved by Faculty Vote

Overview

Our mission is to provide high quality business education to our undergraduate and graduate students through the delivery of a current and responsive curriculum that promotes intellectual and professional development. We promote excellence through our scholarly endeavors and service to our stakeholders through strong engagement with the regional and global business community.

Mission attainment, strategic growth, and the responsible utilization of resources require shared governance and continuous improvement. These objectives are accomplished through a coordinated series of activities including the identification of desired outcomes, the implementation of processes/procedures towards those outcomes, and routine assessment to determine the extent to which desired outcomes are attained. It is through this continuous improvement process that problems and opportunities are identified and addressed to improve future performance. The College of Business at the University of Central Arkansas utilizes this system to continuously improve operations.

This process utilizes a series of committees as outlined in this document. Included are the purpose, specific duties, and composition of each committee. Several key faculty committees are responsible for the oversight of various aspects of the operations of the College, including making recommendations for change. The Mission and Strategic Planning Committee is responsible for monitoring and reviewing the relevance of the mission and strategic plan of the College as well as developing strategies to monitor and achieve them. The Faculty Development and Research Committee is responsible for recommending and reviewing faculty qualification and performance standards pertaining to teaching, research, and service. The College Curriculum and Assessment Committee is responsible for oversight of the curriculum management process including continuous improvement efforts aimed towards curriculum development and assurance of learning.

The three committees described above funnel recommendations through the Executive Committee, which consists of the Dean, Associate Dean, MBA Director, and the Department Chairs. The Executive Committee is the primary advisory body regarding the implementation of new policies. Additionally, 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.

Other standing committees in the College include Department Promotion and Advancement Committees as well as the College Promotion & Tenure Committee. There are also ad-hoc committees (e.g., Student Engagement, Faculty Excellence Award, MBA Graduate Policy, MAcc Graduate Policy) to address specific College or University needs. Some College committees have counterpart committees at the University level; the College committees will work closely with and support these University committees. If feasible, a faculty member serving on the College committee will be appointed to serve as the College's representative on the University committee.

Committee Selection and Operation

If there are specific guidelines with regard to departmental representation on a committee, the Dean will solicit input from the respective department chairpersons in the form of nominations for the vacant position. Other committee appointments will be made in a manner that is consistent with the information included in the committee charge. In the event that a committee member is unable to serve the entire term of their appointment, a replacement committee member will be appointed or elected (as specified in the committee charge) to serve the remainder of the term.

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

Executive Committee

Purpose: This committee is charged with overall operations and management of the College. This committee will review action items submitted by the COB Strategy Committee for feasibility and appropriateness given the resource constraints that may be in place at a specific point in time. This committee will also monitor and review the actions of the Curriculum and Assessment Committee and the Faculty Development Committee.

Duties:

1. Be familiar with relevant accreditation 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. Regularly monitor the relevance of the College's curriculum and solicit input from the College's Curriculum and Assessment Committee regarding the curriculum and assurance of learning activities and other curricular issues.
4. Develop and execute annual action plans to achieve the mission and strategic plan.
5. Serve as the primary advisory committee to the Dean regarding the appropriateness of recommendations from other committees as they relate to the mission.
6. Serve as the primary advisory body regarding the implementation of new policies in the College.
7. Ensure that the syllabus templates include all required information for all relevant stakeholder groups.
8. Review and make recommendations regarding how the College should evaluate and report innovation, engagement, and impact at the College, department, program, and faculty Level.
9. Monitor and develop appropriate policies regarding diversity within the College. Work in conjunction with the University's Diversity Advisory Committee to support University-wide policy and recommendations.

Composition:

Dean (Chairperson)
Associate Dean
MBA Director
Department Chairs
Technology Officer (on-call as needed)

Meetings:

9:00 am Thursday. On all other times as needed.

Mission and Strategic Planning Committee

Purpose: This committee is charged with developing and presenting annual action items and long-term action items to the COB Executive Committee for consideration. These action items must include a time horizon for achievement, a resource plan, and a statement outlining the direct linkage to the Vision, Mission, and Values (VMV) of the College and University. This committee will liaison and collaborate where necessary with the University Strategic Planning Committee for University strategic planning, including strategic budgeting.

Duties:

1. Be familiar with relevant accreditation standards related to strategic planning and innovation.
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. Work with College constituencies to identify visionary, aspirational goals.
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 Curriculum and Assessment Committee, monitor the learning goals of degree programs and suggest revisions as needed.
7. Collaborate when necessary and prudent with the University Strategic Planning Committee to provide liaison between the two bodies and in support of university-wide strategic initiatives.
8. Update and maintain the College's Strategic Plan document as necessary.
9. Prepare an annual report outlining key committee outcomes.

Composition:

- Dean (Chairperson)
- Associate Dean
- MBA Director
- Department Chairs
- Two ad hoc COB faculty members elected by the COB faculty (3-year term)*

*1 elected faculty member must be a tenured associate professor or tenured professor

Meetings:

1:00pm First Friday of the Month. On all other times as needed.

Curriculum and Assessment Committee

Purpose: This committee is charged with the College's curriculum management activities, which include both curriculum development and assurance of learning activities. All curricular changes flow through this committee to ensure consonance with existing programs and/or the COB VMV. This committee will collaborate with the University's Core Council (for Core items), the Undergraduate Council (for undergraduate curriculum items), the Graduate Council (for graduate curriculum items), and the Academic Assessment Committee (for assessment issues).

Strategic action items may periodically emerge from this committee and be sent to the COB Strategy Committee for consideration (and vice-versa). If any changes to the University or COB VMV occurs the CAC also reviews COB Learning Goals for consonance with VMV.

Duties:

1. Be familiar with relevant accreditation standards on curriculum content, learning and teaching for all degree programs and majors.
2. Serve as a review and advisory body for all proposed changes in undergraduate and graduate curriculum in the College.
3. Work closely with the University's Core Council, Undergraduate Council and Graduate Council for all proposed changes to COB curricula.
4. Oversee the assessment plan of the College. Ensure that agreed upon assessment activities take place in a timely and consistent manner. Work with the University's Academic Assessment Committee to coordinate and review policy and conduct assessments of learning.
5. Collect, review, and analyze the assessment results within the College. Provide advice on possible methods of improving student learning in the College.

6. In conjunction with the Strategic Planning Committee, monitor and make recommendations regarding revisions of the undergraduate and graduate degree program learning goals and objectives.
7. When appropriate, CAC may work with the College Executive Committee to ensure that the syllabus templates include all information relevant to issues pertaining to Curriculum and Assessment.
8. Update and maintain the Curriculum Management Handbook as necessary.
9. Prepare and submit an annual curriculum management report.

Composition:

Two faculty members appointed from each of the four departments (3-year term)*
 Representative from the Executive Committee (has voting rights in case of tie)

*Consideration should be given to ensure faculty representation with regard to graduate programs.

*Committee chairperson appointed from composition of the committee.

*Assessment Data Manager appointed from composition of the committee.

Meeting Time: 1:00pm Second Friday of the Month. On all other times as needed.

Faculty Development and Research Committee

Purpose: Review and advise on all matters related to the composition and development of College of Business faculty. This committee is charged with ensuring that faculty research is on the whole consistent with the COB VMV and also that intellectual contributions (ICs) are appropriately classified as learning and pedagogy, contributions to practice, or discipline-based scholarship. This committee shall work closely with the University Research Council to facilitate pursuit of research, recommend funding and awards, and other functions as necessary.

Duties:

1. Be familiar with relevant accreditation 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 College of Business Faculty Development Plan regarding standards for faculty sufficiency and faculty qualifications.
3. Review and make recommendations regarding revisions of the College of Business Faculty Development Plan with regard to faculty engagement in academic and professional activities.
4. Serve as a review committee for internal proposals submitted to the University Research Council and/or Institutional Review Board.
5. Serve as a review and advisory board for policy and procedure changes that relate to faculty issues and concerns.
6. Make recommendations regarding how the College should systematize, recognize and reward effective teaching, research, and service to ensure that faculty activities are consistent with the College and University Mission.
7. Oversee the College level faculty awards.

Composition:

Associate Dean

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

Two ad hoc COB faculty members elected by the COB faculty (3-year term)*

*Faculty chairperson appointed from composition of the committee.

*Chairperson to serve as the College's representative on the University Research Council.

*Consideration should be given to ensure faculty representation with regard to graduate teaching experience

Meeting Time: 1:00pm Third Friday of the Month. On all other times as needed.

Advisory Boards and Alumni Committees

Accounting Advisory Board: The Accounting Advisory Board members are selected from the accounting profession to provide feedback on issues specifically related to accounting education. Many of these board members are with regional firms that employ numerous accounting graduates.

COB Advisory Board: COB Advisory Board members are selected from a variety of local and national businesses and asked to serve a period of three years. The COB Dean attempts to get a cross-section of business and community leaders that represent all constituents. This group consists of local business leaders and members from firms that consistently employ UCA COB graduates. This board will meet routinely. The purpose of the COB Advisory Board is to provide input on selected issues facing the COB including but not limited to VMV, strategic action items, and the needs of the business community.

COB Alumni Committee: The COB Alumni Chapter supports scholarships, student recruitment, and community activities.

COB Student Advisory Board: The COB Student Advisory Board membership consists of the students from every degree program and senior club officers from every Recognized Student Organization (RSO) in the College of Business. This board will be utilized to provide student input on selected issues facing the COB including but not limited to VMV issues, strategic action items, and other student needs and concerns. This board will meet with the Dean and/or Associate Dean at least one time per semester.