

HAWORTH COLLEGE OF BUSINESS COMMITTEES

Approved: April 15, 2011

Faculty Governance Committees

Committee	Scope/Charge	Membership	Term	Chair
Outcomes Assessment Committee	<p>Reports to the faculty.</p> <p>Designs and implements an assessment strategy for the assessment plans as defined by the undergraduate and graduate education programs.</p> <p>Works with the UPC and GPC on the ongoing development of direct assessment measures and their implementation.</p> <p>Consolidates, evaluates, and monitors assessment data and identifies trends and concerns in assessment methods and outcomes.</p> <p>Communicates assessment information with Curriculum Committee, UPC, GPC, faculty, and administration.</p> <p>Logs/monitors actions taken by faculty in response to outcomes assessment.</p>	<p>One tenured/tenure-track member from each academic department. The Associate Dean for Undergraduate Programs serves as a non-voting member. New members elected by departmental faculty by end of spring semester; if department does not elect members by this date, Dean has option to appoint new members to fill impending fall vacancies.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by voting members of committee.</p>

Committee	Scope/Charge	Membership	Term	Chair
Undergraduate Programs Council (UPC)	<p>Reports to the Associate Dean for Undergraduate Programs.</p> <p>Evaluates the undergraduate core curriculum with the goal of preparing students for the dynamic business environment.</p> <p>Reviews the undergraduate core curriculum and recommends changes to the direct learning objectives (DLOs) at least every 3-5 years.</p> <p>Examines emerging business issues and recommends appropriate changes to the direct learning objectives and undergraduate core curriculum.</p> <p>Serves as an integrating body that reviews where specific business concepts and principles are taught within the undergraduate core curriculum and recommends logical, systematic, and appropriate coverage.</p>	<p>One tenured/tenure-track member from each academic department. The Associate Dean for Undergraduate Programs serves as a non-voting member. New members appointed by Dean.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by voting members of committee.</p>

Committee	Scope/Charge	Membership	Term	Chair
<p>Graduate Programs Council (GPC)</p>	<p>Reports to Associate Dean for Operations and Graduate Programs.</p> <p>Serves as a liaison between the faculty and the MBA program (solicit ideas from and provide information to faculty and to MBA program director/Associate Dean)</p> <p>Reviews reports associated with the MBA program (for example, those generated by the head of the MBA program and staff as well as the Assessment Committee) and make recommendations.</p> <p>Provides advice and acts as a sounding board to the head of the MBA program on educational, operational and strategic issues.</p> <p>Assists the head of MBA program with gathering data about the MBA(helping with focus groups, reviewing surveys, helping to distribute surveys etc).</p> <p>Attends and encourages attendance of faculty at non-classroom MBA events (graduation reception, workshops, possible orientation sessions, open houses etc.)</p> <p>Recommends possible changes to graduate DLOs.</p> <p>Maintains a catalog of master syllabi for all MBA core courses.</p>	<p>One tenured/tenure-track member from each academic department. MBA Program Director, Associate Dean for Graduate Programs and the Coordinator of MBA Student Support Services serve as non-voting members. New members appointed by the Dean.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by voting members of the committee.</p>

Committee	Scope/Charge	Membership	Term	Chair
Curriculum Committee	<p>Reports to the faculty.</p> <p>Provides oversight (not implementation) of the curriculum review process within the college.</p> <p>Reviews curriculum change proposals from faculty, according to guidelines established by the Western Michigan University Faculty Senate. These changes may include, but are not limited to, programmatic degree changes (e.g., new majors, changes in major requirements, change in degree requirements for the college), and course changes (e.g., new courses, change in course names and content), and should be consistent with AACSB and North Central accreditation requirements.</p> <p>Provides advice to the various departments, the Undergraduate Program Council and the Graduate Program Council as needed regarding drafting and submitting curriculum proposals according to Faculty Senate guidelines.</p>	<p>One tenured/tenure-track member from each academic department. The Director of Academic Advising, Associate Dean(s)/director(s) of undergraduate and undergraduate programs serve as non-voting members. New members elected by departmental faculty by end of spring semester; if department does not elect members by this date, Dean has option to appoint new members to fill impending fall vacancies.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by voting members of committee.</p>
Faculty Enhancement Committee	<p>Reports to the Dean.</p> <p>Organizes, manages and promotes faculty research, teaching, and technology seminars in the College.</p> <p>Evaluates annually the faculty nominees for the College research, teaching and service awards, and selects recipients.</p>	<p>One tenured/tenure-track member from each academic department. New members elected by departmental faculty by end of spring semester; if department does not elect members by this date, Dean has option to appoint new members to fill impending fall vacancies.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by committee members.</p>

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International Business Education Committee	<p>Reports to the Dean.</p> <p>Recommends policy and strategy regarding internationalization opportunities for the curriculum, students, faculty, and staff.</p> <p>Initiates and promotes international opportunities including, but not limited to, twinning agreements and other exchange arrangements, funded grants which support international travel, international scholar exchanges, study abroad programs, and other endeavors including research in the international area.</p> <p>Evaluates international opportunities and programs. Promotes cultural diversity within the college.</p>	<p>A minimum of one (maximum of two) tenured/tenured track members from each academic department. New members elected by departmental faculty by end of spring semester; if department does not elect members by this date, Dean has option to appoint new members to fill impending fall vacancies. The Director of the Global Business Center is a voting member.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>The Director of the Global Business Center serves as Chair.</p>
Promotion Committee	<p>Reports to the Dean.</p> <p>Evaluates faculty applications being considered for promotion and/or tenure and forwards a written recommendation to the Dean.</p> <p>Evaluates untenured tenure-track faculty members for 2nd and 4th year reviews and forwards written recommendations to the Dean.</p>	<p>One member from each academic department at the full professor level elected by departmental faculty.</p>	<p>Three-year terms.</p>	<p>Elected by committee members.</p>

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Technology and Learning Committee	<p>Reports to Associate Dean for Operations and Graduate Programs.</p> <p>Provides a two-way conduit between all college departments and Business Computing Services (BCS) regarding training, technology, electronic classroom teaching techniques, and data and equipment security in support of the College's mission.</p> <p>Supports and assists BCS in the development of technology planning.</p> <p>Coordinates with the Faculty Enhancement Committee, Staff Enhancement Committee, and the college Faculty Senate technology representative where appropriate.</p>	<p>One tenured/tenure-track member from each academic department; one staff representative from a non-academic area of the college. The Associate Dean for Operations and Graduate Programs and representatives from BCS and Media/Learning Services serve as non-voting members. New members elected by departmental faculty by end of spring semester; if department does not elect members by this date, Dean has option to appoint new members to fill impending fall vacancies.</p>	<p>Two-year staggered terms, (i.e., no more than two new members appointed in any one year).</p>	<p>Elected by voting committee members.</p>
Faculty Governance Committee	<p>Report to the faculty.</p> <p>Represents general faculty's viewpoint on all matters that require coordination between administration of the college and the general faculty (includes all tenured and tenure-track faculty, term, and part-time faculty).</p> <p>Provides input to college administrators regarding academic and administrative matters.</p>	<p>One tenured/tenure-track member from each academic department elected by departmental faculty.</p>	<p>Two-year staggered terms, (i.e., no more than three new members appointed in any one year).</p>	<p>Elected by committee members.</p>

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Faculty Governance Committee (continued)	<p>Periodically reviews academic and professional qualification standards to ensure alignment with the college's mission.</p> <p>Convenes general faculty meetings at least once a semester to conduct business related to faculty governance.</p> <p>Committee chair is a voting member of Policy Council.</p>			

Non-faculty Governance Committees

Committee	Scope/Charge	Membership	Term	Chair
Scholarship Committee	<p>Reports to Associate Dean for Undergraduate Programs.</p> <p>Meets annually, usually in February, to select winners of HCoB scholarships.</p>	One tenured/tenure-track member from each academic department appointed by Dean and department chairs; director of recruitment and retention.	Two-year staggered terms, (i.e., no more than three new members appointed in any one year).	Elected by committee members.
Staff Enhancement Committee	<p>Reports to Dean.</p> <p>Works with the Dean to provide programs about technology and other innovations that support staff career development and improved service to faculty and students.</p> <p>Evaluates annually the staff nominees for the College staff awards and selects recipients.</p>	Office coordinator from each academic department; one academic adviser; office associate from Academic Advising; staff person from Career Center; dean's administrative assistant; communications coordinator. Appointed by dean as necessary.	Two-year staggered terms, (i.e., no more than three new members appointed in any one year).	Elected by committee members.
Career Center Advisory Committee	<p>Advises Career Center Director.</p> <p>Provides advice and guidance to Career Center on matters related to the Career Center.</p> <p>Meets at least twice a semester.</p>	One tenured/tenure-track member from each academic department appointed by Dean and department chairs (departments with multiple majors can appoint an individual to represent each major if desired); Director of Academic Advising; Associate Dean for Undergraduate Programs; Director of Career Center.	Two-year staggered terms, (i.e., no more than three new members appointed in any one year).	Elected by committee members.

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Emergency Committee	<p>Reports to Dean.</p> <p>Supports building safety in case of emergencies such as fire, tornado, workplace violence, chemical release, or bomb threat.</p> <p>Provides training opportunities for committee members including fire safety and fire extinguisher training, tornado safety, emergency preparedness, first aid, CPR, AED, bomb threat awareness, chemical release/handling suspicious mail, information on assisting individuals (blind or low vision, hearing impairment, wheelchair), workplace violence.</p>	Six members appointed by the Dean.	Two-year staggered terms, (i.e., no more than three new members appointed in any one year).	Elected by committee members.
Diversity Committee	<p>Reports to Dean.</p> <p>Addresses diversity issues within the college including, but not limited to, student, faculty, and staff recruitment; awareness and sensitivity to diversity issues; and diversity-related programs/events.</p>	One member from each academic and non-academic unit in the college appointed by the Dean.	Two-year staggered terms, (i.e., no more than three new members appointed in any one year).	Elected by committee members.