

**LOUISIANA STATE UNIVERSITY IN SHREVEPORT**

**College of Business Administration**

**CBA  
GOVERNANCE MANUAL**

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# COLLEGE OF BUSINESS ADMINISTRATION

## COLLEGE GOVERNANCE

### I. OVERVIEW

- This College Governance Manual has been developed by the College of Business Administration at Louisiana State University at Shreveport to help the college sustain the overall high quality of its academic programs, faculty and students.
- The manual sets forth many processes that are to be repeated on cycle, most every three years, or triennially. The establishment of these specific processes does not limit the ability of faculty committees to consider out of cycle matters appropriate to a committee's mission.
- The authority and responsibility for the establishment of academic and faculty personnel policy rests with the faculty of the College of Business Administration. Committees which are considered faculty committees are designated in the following listing of college committees:
  - ADMINISTRATIVE LEADERSHIP COUNCIL (*Administrative*).
  - COLLEGE FACULTY (*Faculty*)
  - CURRICULUM AND STANDARDS COMMITTEE (*Faculty*)
  - GRADUATE STUDIES COMMITTEE (*Faculty*)
  - PERSONNEL POLICY COMMITTEE (*Faculty*)
  - TECHNOLOGY COMMITTEE (*Administrative*)
  - ASSURANCE OF LEARNING COMMITTEE (*Administrative*)
  - STRATEGIC PLANNING COMMITTEE (*Faculty*)
- Ad hoc committees may be established to meet specific needs of the college. If established by the Dean, the ad hoc committee will be considered an administrative committee. If established by a faculty committee, it will be considered a faculty committee with primary responsibilities owed to the standing committee.
- Any CBA committee, including an ad hoc committee, may call a Committee-of-the-Whole-College meeting for the purposes of discussion and/or input for matters relating to the committee's mission. This shall not constitute a special meeting of the College Faculty Council unless separately called by the procedure detailed in this manual.
- Any CBA faculty who are members of the following Senate faculty committees are also *ex-officio* members of the equivalent CBA committee:
  - LSUS COURSES AND CURRICULUM / CURRICULUM AND STANDARDS Committee
  - LSUS GRADUATE COUNCIL / GRADUATE STUDIES Committee
  - LSUS POLICY AND PERSONNEL / PERSONNEL POLICY Committee

- For purposes of possible conflicting statements and/or policies in this manual, the following priority of authority shall apply: (1) Board of Regents policies, (2) LSU System policies, (3) LSUS policies, (4) CBA policies.
- At the request of any member present, the College will follow parliamentary procedures as specified by Robert's Rule of Order.
- The chair of the committee votes on all motions. In the case of a tie in committee voting, a motion requiring a majority fails. All committee decisions may be appealed to the College of Business Administration Faculty Council or College of Business Administration Graduate Faculty Council as appropriate. Appeals should be submitted to the Dean, who will convene a meeting of the appropriate body.
- Decisions made by the four standing faculty committees (Curriculum and Standards, Graduate Studies, Personnel Policy, and Strategic Planning) can be appealed to the College of Business Administration Faculty Council or the College of Business Administration Graduate Faculty Council as appropriate. Appeals should be submitted to the Dean who will convene a meeting of the appropriate body. Appeals may be made by the individual, the committee, or the department that wishes to appeal.
- In situations where the chair of one of the four standing committees resigns, the Dean may appoint an interim chair until a chair is elected.
- Proxy votes are acceptable in any action before the CBA requiring a vote of the faculty in a face-to-face meeting. The proxy vote by a CBA faculty member is to be submitted in writing and signed. The signed proxy vote is to be delivered to the presiding officer of the face-to-face meeting no later than the presentation of the action in which the vote of the faculty is required.
- Faculty committees shall post minutes of their meetings on the college electronic information board and give a copy to the Dean's Office for official college records.
- Each standing committee should meet face-to-face at least once per academic year.
- Areas of committee and administrative responsibility are listed in Governance Appendix A.
- A summary of the curriculum modification process is listed in Governance Appendix B. Refer to the *LSUS Undergraduate Courses and Curricula Manual* and the *LSUS Graduate Policy and Procedures Manual* for details.

## II. ADMINISTRATIVE LEADERSHIP COUNCIL (Administrative)

**PRIMARY MISSION: Provide counsel and guidance to the Dean in the overall leadership and management of the college.**

### COMMITTEE COMPOSITION:

- *Chair:* Dean
- *Standing Members:*
  - Chair, Accounting & Business Law Department\*
  - Chair, Economics & Finance Department\*
  - Chair, Management & Marketing Department\*
  - Graduate Program Directors\*\*
  - Academic Counselor and Assistant to the Dean\*\*
  - Internship Director\*\*

\* A department shall send a substitute member when the Chair is unable to attend a meeting.

\*\* As appropriate by meeting agenda.

### SCOPE OF DUTIES AND RESPONSIBILITIES:

- Provide counsel and guidance to the Dean in the overall management and leadership of the college.
- Assist the Dean in developing college long-term and short-term goals and objectives.
- Coordinate fall, spring and summer college course schedules.
- Assist the Dean in the annual evaluation of faculty performance.
- Assist the Dean in the annual evaluation of faculty staffing, including analysis of participating and supporting ratios.
- Assist the Dean in recommending the college's faculty focus of MBO goal weights.
- Oversee respective college budget authorizations, allocations and expenditures.
  - Consider administrative ways to enhance student recruitment, retention, advising, assurance of learning, and placement.
  - Consider administrative ways to enhance faculty recruitment, retention, development, and performance.
  - Consider administrative ways to effectively and efficiently maintain faculty and student records and other college data, including Assurance of Learning data.

- Provide counsel, as needed, to the Dean concerning matters relating to business outreach, including SBDC/SBA, CBER, Export Assistance Center, and Louisiana Consortium of Insurance and Financial Services.
- Assist the Dean in the on-going coordination of activities and responsibilities related to AACSB accreditation.
- Assist the Dean in involving and obtaining assistance from business leaders in the community, including the Board of Visitors.
- Provide continuing counsel and guidance to the Internship Director regarding the management of the Internship Program.
  - Review and make recommendations on proposed changes involving the internship program requirements and standards to the CURRICULUM AND STANDARDS and/or GRADUATE STUDIES Committees.
  - Assist the Internship Director in the assessment of performance by internship students.
  - Provide input to the Dean on the responsibilities and selection of the Internship Director.
- Provide input to the Dean on the annual performance of the Internship Director and MBA Manager.
- Serve on the Scholarship Committee consisting of the Dean, Chairs, Scholarship Coordinator, Assistant to the Dean and Academic Counselor, and departmental representative, as appropriate.
  - Review scholarship selection criteria as needed.
  - Select recipient of CBA scholarships.
  - Consult with relevant faculty members on awarding discipline-specific scholarships.
- Continuously provide input and assistance to the college faculty committees to allow them to effectively fulfill their mission.
- Approve actions that require written authorization by Dean and Chairs:
  - Curriculum changes, additions, deletions and LSUS Graduate Policies and Procedures Manual. (See <http://www.lsus.edu/acadaffairs/publications/candcmanual.pdf> and <http://www.lsus.edu/acadaffairs/publications/gradpolicy.pdf>, respectively.)
  - LSUS faculty development expenditures.
  - Individual faculty travel.
- Establish and implement policies that are under the jurisdiction of the Dean and Chairs:
  - Policies relating to hiring, salary increases and compensation.
  - Policies relating to scheduling all classes, including class size.
  - Policies relating to online classes.
- Establish policies to be forwarded to the Personnel Policy Committee for review and recommendation before being implemented:
  - Administrative policies initiated for compliance with AACSB and/or SACS criteria.

- Policies related to faculty evaluation, promotion and tenure, post-tenure review, and graduate and undergraduate faculty status.
  - Policies related to allocation of office space.
  - Other policies as deemed appropriate by the Dean and Chairs.
- Address other matters of administrative importance in the governance of the college and/or university.

### **COMMITTEE ACTIONS:**

The agenda is the responsibility of the Dean.

Requests for consideration of matters under the jurisdiction of the Administrative Leadership Council should normally be made through the administrative structure.

The ALC may seek input or provide recommendations concerning the following matters:

- To the CURRICULUM AND STANDARDS Committee:
  - CBA core courses.
  - College's admission and transfer credit rules.
  - General requirements for the baccalaureate degree.
  - Coordination of curricula.
  - College's attracting, retaining and graduating undergraduate students.
  - New programs, majors, minors, and concentrations, including certificate programs.
  - Policies and regulations of the undergraduate program.
  - Annual strategic planning for the college.
- To the GRADUATE STUDIES Committee:
  - MBA course offerings, scheduling, and rotation issues, and requirements for the MBA degree.
  - Assessment of indicators of graduate student achievement.
  - MBA foundation and core courses.
  - Policies and regulations of the MBA program.
  - Coordination of graduate courses.
  - College's attracting, retaining and graduating MBA students.
  - Annual strategic planning for the college.
- To the PERSONNEL POLICY Committee:
  - Revisions to the College Faculty Development Handbook, at least triennially.
  - Revisions to the College Faculty Governance Manual, at least triennially.
  - Support and evaluation of effective faculty performance, as needed.
- To the ASSURANCE OF LEARNING Committee:
  - Assessment of indicators of student achievement.

- To the STRATEGIC PLANNING Committee:
  - Annual strategic planning for the college.
  - Support of the college's comprehensive assessment of mission, vision, and philosophy, at least triennially.

### III. COLLEGE FACULTY COUNCIL (Faculty)

**PRIMARY MISSION:** Ultimate responsibility for the establishment and maintenance of overall high quality of the academic programs within the college.

#### COMMITTEE COMPOSITION:

- *Chair:* Dean
- *Voting Members:* All full-time faculty including college administrators with faculty rank. (Note: In regards to matters relating to the graduate program, the right to vote shall be limited to graduate faculty members of the council.)
- *Non-voting members:* All college administrators without faculty rank.

#### SCOPE OF DUTIES AND RESPONSIBILITIES:

- Serve as a forum for the discussion and dissemination of information concerning the college.
- Have the ultimate oversight responsibility for the academic standards and policies of the college.
  - Receive reports from standing college committees.
  - Elect representatives to designated LSUS and CBA committees:
    - LSUS Faculty Senate (requires a quorum of 2/3 of the participating faculty)
    - LSUS Policy and Personnel Committee
    - CBA Faculty Committee chairs – PERSONNEL POLICY, GRADUATE STUDIES, CURRICULUM AND STANDARDS, AND STRATEGIC PLANNING.
    - LSUS Graduate Council representatives (Graduate faculty only votes)
  - Approve changes/additions/deletions to Faculty Governance Document (except editorial)
  - Approve curriculum changes/additions/deletions to MBA core or foundation (Graduate faculty only votes)
  - Approve curriculum changes/additions/deletions to undergraduate core
  - Approve CBA changes to MBA admissions criteria (Graduate faculty only votes)
  - Approve changes to CBA Mission, Vision and Philosophy statements
  - Approve changes to MBA Mission and goals (Graduate faculty only votes)
  - Approve long-term and one-year strategic plans
  - Approve other committee recommendations where a vote of the college is sought.

- Nominate candidates for election as CBA representatives to Faculty Senate committees and the Graduate Council. Only the graduate faculty may nominate candidates as CBA representatives to the Graduate Council. A nominator must secure the permission of the candidate before making the nomination.
- Elect CBA representatives to the Faculty Senate committees and the Graduate Council. Only the full and the associate members of the graduate faculty may vote on the representatives to the Graduate Council.

#### **CALL OF MEETINGS:**

- *General Meetings.* The Dean shall call at least one face-to-face general faculty meeting per regular semester. The agenda shall be developed and provided before the meeting by the Dean. Staff and faculty are encouraged to offer agenda ideas or items for the meeting through administrative channels.
- *Special Meetings.* Special meetings can be called by one of the following means:
  - By the Dean (or acting Dean in the absence of the Dean).
  - By the chair of the PERSONNEL POLICY Committee after consultation with members of the committee and the refusal of the Dean.
  - By a petition of 2/3 of the full professors of the college after a request and refusal of the Dean.
  - The call for a special meeting shall include a specific agenda. The special meeting shall be limited to the subject matter of this agenda. The quorum for a special meeting is over 50% of the tenured and tenure-track faculty of the college. There shall normally be a 48-hour minimum notice requirement. However, this requirement can be waived by a 2/3 vote of faculty where a quorum is met. The Dean shall preside over a special meeting called by the Dean. The chair of the PERSONNEL POLICY Committee shall chair a special meeting call by the chair or by professor petition.
- *Issues Requiring a Face-to-Face Meeting:*
  - College strategic planning
  - Mission, vision and philosophy changes
  - Elections for LSUS Faculty Senate and Policy and Personnel representatives

#### IV. CURRICULUM AND STANDARDS COMMITTEE (Faculty)

**PRIMARY MISSION: Oversight of curriculum and standards, program quality and student achievement at the undergraduate level.**

##### **COMMITTEE COMPOSITION:**

- *Chair:* Elected by the members of the College Faculty Council for two-year terms of office. Must be a tenured member of the faculty.
  
- *Standing members:* Department representatives. Each department shall be represented by one non-chair faculty member (tenure not required). Terms of office are for three years.  
\*Note: In the case of the need for a replacement departmental representative, the selected individual shall serve out the remaining term of office. A department may send a substitute member when the regular faculty representative is unable to attend a meeting.
  
- *Ex-officio non-voting members:*
  - Dean
  - Department Chairs

##### **SCOPE OF DUTIES AND RESPONSIBILITIES:**

- Conduct continuing review and make recommendations on proposed changes involving undergraduate courses and curricula.
  - Vote on curriculum-related documents from forwarded departments.
  - Vote on proposed 490 Special Topics offerings.
  - Undergraduate Curriculum Review. While curriculum changes can be proposed by Academic Leadership Committee and/or initiated by the committee at any time, the committee shall systematically review the business core as needed, but at least every three years.  
\*Note: Curriculum reviews should include consideration of input from relevant stakeholders, including students, alumni, internship program employers and regional employers.
  
- Review catalog requirements in regards to continued relevancy, and need for change(s) annually. Focus shall be placed on:
  - General rules and regulations.
  - Admissions and transfer credits.
  - Requirements for the baccalaureate degree.
  - Pass/no credit option and CLEP tests.
  
- Monitor undergraduate exception report maintained by the Dean's Office.
  
- Consider new program opportunities for the CBA, including joint course and program opportunities with other LSUS colleges and/or institutions.

- Forward possible administrative or faculty policy recommendations to the Dean for college consideration and review to maintain the overall high quality of programs appropriate to AACSB accreditation.

### **COMMITTEE ACTIONS:**

- The Committee should consider matters concerning undergraduate curriculum and standards brought up by the Dean, Department Chairs, chairs of other committees, or individual faculty members.
- If the Committee approves a proposal submitted by a party listed above, the Committee should forward the proposal to the Dean for approval and forwarding to the appropriate parties.
- For curriculum and course additions, changes and deletions, all proposals must ultimately be approved by the LSU Courses and Curriculum Committee, Vice Chancellor for Academic Affairs and Chancellor:
  - If the proposal is submitted by a committee or individual faculty member the Dean should forward it to the Department Chair(s). Upon approval, the proposal is forwarded to the Office of Academic Affairs for subsequent distribution and approval.
  - If the proposal is submitted by a department, the Dean should forward it to the Office of Academic Affairs for subsequent distribution and approval.
- If the Committee does not approve a proposal, the Committee should immediately return the proposal to the originating party with clear written expression of applicable concern(s).
- Curriculum and Standards matters which do not require approval outside the college should still be brought before the Committee for approval and documentation for catalog revisions and college records.

### **CALL OF MEETINGS:**

- General Meetings: The chair of the committee shall call at least one face-to-face committee meeting per regular semester.
- Items requiring a face-to-face meeting:
  - Curriculum changes
  - New course proposals (including special topics offerings)
  - Criteria for admission

## V. GRADUATE STUDIES COMMITTEE (Faculty)

**PRIMARY MISSION: Oversight of curriculum and standards and program quality at the graduate level. In addition, the committee has primary responsibility for the establishment and maintenance of standards for graduate faculty status.**

### **COMMITTEE COMPOSITION:**

- *Chair:* Elected by the graduate faculty of the College Faculty Council for a two-year term of office. The chair must be a tenured, graduate faculty member.
- *Standing members:* Department representatives. Each department elects a representative. Graduate status is required, while tenure is not required. Terms of office are for three years. In case of the need for a replacement departmental representative, the selected individual shall serve out the remaining term of office. A department may send a substitute member when the regular faculty representative is unable to attend a meeting. The substitute should also be a graduate faculty member. The department representatives should be the primary source of contact between the committee and faculty from their respective departments.
- *Ex-officio non-voting members:*
  - Dean
  - Graduate Program Directors
  - CBA representative(s) to the Graduate Council
  - Department Chairs

### **SCOPE OF DUTIES AND RESPONSIBILITIES:**

- Assess and evaluate the graduate program's role in helping fulfill the college and university mission.
- Recommend a strategy for the graduate program.
- Conduct review and make recommendations on proposed changes involving graduate courses and foundation courses. Curriculum reviews should include consideration of input from all relevant stakeholders.
- Conduct review and make recommendations on new course proposals, including 790 Special Topics and 795 Independent Studies.
- Systematically review stakeholder inputs affecting the graduate program and make programmatic recommendations based on the outcome to the Administrative Leadership Council when necessary.
- Consider new program and/or degree opportunities for the CBA, including joint courses and program opportunities with other LSUS colleges and/or institutions.
- Assess, establish, and uphold standards of excellence for student academic performance.

- Set and uphold standards for college graduate faculty status, including the granting of college graduate faculty status, the review of the requirements for college graduate faculty status, and the review of the graduate faculty status of college faculty.
- Review the college's graduate academic regulations stated in the LSUS Catalog annually. The committee should review catalog requirements in regard to continued relevancy and need for program change(s). Focus should be placed on: admissions (including exceptions), transfer credits, requirements for the MBA, Executive Track MBA, and MHA degrees, the appeals process, general rules and regulations, internship and independent study performance and requirements.
- Review MBA, Executive Track MBA, and MHA exception reports maintained by the Graduate Program Directors.
- Set, evaluate and maintain criteria for graduate probation/suspension.
- Review applications for graduate assistants, and make a prioritized recommendation to the Dean.
- Review aggregate MBA, Executive Track MBA, and MHA Assurance of Learning results each semester and make recommendations to the Administrative Leadership Council.
- In the event that one or more specialized graduate degrees should be established within the college, the committee would retain the same duties and responsibilities as for the MBA program.

#### **COMMITTEE ACTIONS:**

- The Committee should consider matters concerning graduate courses and curriculum brought up by the Dean, Department Chairs, chairs of other committees, or individual faculty members. The Dean should be consulted if actions outside the College are required for the matter.
- If the Committee approves a curriculum proposal submitted by a department, the Committee should forward the proposal to the Dean for forwarding to the LSUS Graduate Council, Vice Chancellor for Academic Affairs, and Chancellor. If the Committee does not approve a proposal submitted by a department, the Committee should immediately return the proposal to the Department Chair with clear expression of applicable concern(s).
- If the Committee initiates a proposal, the Committee should notify the Dean and the Department Chair for consideration. If the Dean or Chair does not favor the proposal, he/she should immediately return the recommendation to the committee with clear expression of applicable concern(s). The committee shall consider the concern(s).

- A committee recommendation to establish or eliminate a graduate degree shall be forwarded to the Dean. The Dean shall call a special meeting of the College Faculty Council (including graduate faculty only) to consider approval of the recommendation.
- If the Committee and Dean and Chair cannot come to an agreement about a proposal, the matter may be referred to the College Faculty Council (including graduate faculty only) for full consideration and resolution.

#### **CALL OF MEETINGS:**

- General Meetings: The chair of the committee shall call at least one face-to-face committee meeting per regular semester.
- Items requiring a face-to-face meeting:
  - Curriculum changes
  - New course proposals (including special topics offerings and independent studies)
  - Criteria for graduate faculty status
  - Criteria for graduate admission
  - Criteria for graduate probation/suspension
  - Review of MBA, Executive Track MBA, and MHA assessment results

## VI. PERSONNEL POLICY COMMITTEE (Faculty)

**PRIMARY MISSION: To oversee faculty personnel policy for the college.**

### **COMMITTEE COMPOSITION:**

- *Chair:* Elected by the members of the College Faculty Council for two-year terms of office. Must be a tenured member of the faculty.
- *Standing members:* Department representatives. Each department shall be represented by one non-chair faculty member (tenure not required). Terms of office are for three years.  
\*Note: In the case of the need for a replacement departmental representative, the selected individual shall serve out the remaining term of office. A department may send a substitute member when either the chair or the regular faculty representative is unable to attend a meeting.
- *Ex-officio non-voting members:*
  - Dean
  - Department Chairs
  - CBA representative(s) to the Policy and Standards Committee
  - Immediate past chair of the committee (for one year)

### **SCOPE OF DUTIES AND RESPONSIBILITIES:**

- Assist the ALC in formulating administrative policies initiated for compliance with AACSB and/or SACS criteria.
- Review and assess the college's overall support and development programs and activities.
  - Make recommendations to the Dean concerning matters of faculty support and development.
  - Assess and recommend faculty policies concerning faculty performance evaluation, promotion, tenure, and post-tenure review.
  - Assess and recommend faculty policies concerning graduate and undergraduate faculty status.
  - Assist the Dean in formulating the policy relating to allocation of office space.
  - Assist the Dean in overseeing CBA faculty committee assignments.
- Serve as the College Nominating Committee whenever the CBA must elect a committee chair (Personnel Policy Committee, Strategic Planning Committee, Graduate Studies Committee, and Curriculum and Standards Committee), a member of the Graduate Council, a member of the university Policy and Personnel Committee, or a member of the Faculty Senate.
- Review and update College Faculty Handbook and Governance Manual.
  - Seek ALC input into the review and updating of College Faculty Handbook and College Governance Manual.
  - Seek faculty input whenever necessary into the review and updating of College Faculty Handbook and College Governance Manual.

## **COMMITTEE ACTIONS:**

- The Committee should consider proposals concerning personnel policy brought up by the Dean, Department Chairs, chairs of other committees, or individual faculty members. If the Committee does not approve a proposal, the Committee should immediately return the proposal with clear expression of applicable concern(s). If the Committee approves a proposal, the Committee should forward the proposal to the Dean. If the Committee and Dean cannot come to an agreement about a proposal, the matter may be referred to the College Faculty Council for full faculty consideration and resolution. However, a faculty member with a grievance, as defined by the university faculty grievance policy, shall follow the university grievance procedures.
- If the Committee initiates a proposal, the Committee should notify the Dean for considerations. If the Dean does not favor the proposal, he/she should immediately return the recommendation to the committee with clear expression of applicable concern(s). The committee shall consider the concern(s). If the Committee and Dean cannot come to an agreement about a proposal, the matter may be referred to the College Faculty Council for full faculty consideration and resolution.

## **CALL OF MEETINGS:**

- General Meetings: The chair of the committee shall call at least one face-to-face committee meeting per regular semester.
- Items requiring a face-to-face meeting:
  - Proposed policy additions/changes concerning:
    - promotion and tenure
    - faculty qualification criteria
    - faculty performance evaluation

## VII. TECHNOLOGY COMMITTEE (Administrative)

**PRIMARY MISSION:** To assess and make recommendations concerning hardware and software purchases and on all policies relating to the use of technology in the college.

### COMMITTEE COMPOSITION:

- *Chair:* Appointed by the Dean.
- *Standing members:* The membership will include at least one member from each department, inclusive of the chair of the committee.
  - Members shall be appointed by the Dean after consultation with the Department Chair.
  - The committee membership may include one or more students. Student member(s) shall be appointed by the Dean, after consultation with the faculty members of the committee.
  - Ex-officio members shall be added on an as needed basis.

\*No specific term applies.

### SCOPE OF DUTIES AND RESPONSIBILITIES:

- Plan, evaluate, and make recommendations for the purchase of hardware and software for the CBA labs and faculty.
- Assist the Dean in formulating policy pertaining to computer labs (faculty/student usage) and other teaching and research related technology.
- Plan, evaluate, and make recommendations concerning college infrastructure needs.
- Plan, evaluate, and make recommendations for the purchase of hardware, software, and other technology related to classroom teaching, such as laptops, projectors, wireless, mice and other input devices.
- Determine policy regarding faculty training related to computers and technology.
- Recommend policies and standards regarding:
  - the place of information technology in the curriculum, and
  - the implementation of information technology by faculty members.

## VIII. ASSURANCE OF LEARNING COMMITTEE (Administrative)

**PRIMARY MISSION:** To assist with assurance of learning activities within the programs of the college.

### COMMITTEE COMPOSITION:

- *Chair:* Appointed by the Dean.
- *Standing membership:* Each department shall be represented by at least one faculty member, excluding the committee chair.
  - Members will be appointed by the Dean in consultation with the Department Chairs.
  - Ex-officio members may be added as needed at the discretion of the Dean.

\*No specific term applies.

### SCOPE OF DUTIES AND RESPONSIBILITIES:

- Advise the ALC about the assurance of learning requirements of accrediting agencies.
- Assist the ALC, as needed, in developing a comprehensive assurance of learning plan based on the requirement of accrediting agencies and the missions of LSUS, the College, and the programs.
- Based on the assurance of learning plan, assist the ALC in setting the intended learning goals and outcomes of the programs offered by the College.
- Document the means and measures used to assess the attainment of learning goals and program outcomes. Verify that the means and measures are effective for the assessment.
- Assist the ALC, as needed, with the compilation of data and documentation of assurance of learning assessment outcomes.
- Coordinate the collection and storage of assurance of learning data.
- Assist the ALC in the reporting of assurance of learning activities to internal and external constituencies. Document the college's assurance of learning activities each year in a written report to the Dean.
- Based on assurance of learning assessment outcomes, make recommendations to the ALC for improvements.
- Engage in other activities as requested by the ALC, consistent with the foregoing goals, duties and responsibilities.

## **IX. STRATEGIC PLANNING COMMITTEE (Faculty)**

**PRIMARY MISSION: To oversee the strategic planning for the college.**

### **COMMITTEE COMPOSITION:**

- *Chair:* Elected by the members of the College Faculty Council for two-year terms of office. Must be a tenured member of the faculty.
  
  - *Standing members:* Department representatives. Each department shall be represented by one non-chair faculty member (tenure not required). Terms of office are for three years.
- \*Note: In the case of the need for a replacement departmental representative, the selected individual shall serve out the remaining term of office. A department may send a substitute member when either the chair or the regular faculty representative is unable to attend a meeting.
- *Ex-officio non-voting members:*
    - Dean
    - Department Chairs
    - Graduate Studies Director
    - Immediate past chair of the committee (for one year)

### **SCOPE OF DUTIES AND RESPONSIBILITIES:**

- Review the college's mission, vision, objectives, and strategic plan annually.
  
- Revise the college's mission, vision, objectives, and strategic plan when necessary.
  - The Committee shall seek input from ALC concerning the college's mission, vision, objectives, and strategic plan.
  - The committee shall facilitate college-wide, open faculty meetings as necessary to solicit and share ideas concerning the college's mission, vision, objectives, and strategic plan.
  - The revision should consider existing and needed resources and staffing to sustain the overall high quality of education expected of a school accredited by AACSB.
  
- Assist the ALC in formulating administrative policies initiated for compliance with AACSB and/or SACS criteria.

### **COMMITTEE ACTIONS:**

- The Committee should consider proposals concerning strategic planning brought up by the Dean, Department Chairs, chairs of other committees, or individual faculty members. If the Committee does not approve a proposal, the Committee should immediately return the proposal with clear expression of applicable concern(s). If the Committee approves a proposal, the Committee should forward the proposal to the Dean. If the Committee and Dean cannot come to an agreement about a proposal, the matter may be referred to the College Faculty Council for full faculty consideration and resolution.

- If the Committee initiates a proposal, the Committee should notify the Dean for consideration. If the Dean does not favor the proposal, he/she should immediately return the recommendation to the committee with clear expression of applicable concern(s). The committee shall consider the concern(s). If the Committee and Dean cannot come to an agreement about a proposal, the matter may be referred to the College Faculty Council for full faculty consideration and resolution.

#### **CALL OF MEETINGS:**

- General Meetings: The chair of the committee shall call at least one face-to-face committee meeting per regular semester.
- Items requiring a face-to-face meeting:
  - Proposed policy additions/changes concerning:
    - the college's mission, vision, and objectives
    - the college's strategic plans

## **X. COLLEGE DEPARTMENTS (Faculty)**

**PRIMARY MISSION: To provide instruction, research and service in the areas of accounting and business law; economics and finance; and management and marketing.**

### **COMMITTEE COMPOSITION:**

The CBA has three departments: Accounting and Business Law, Economics and Finance, and Management and Marketing. Each department is composed of the following:

- *Department Chair* (appointed by the Dean)
- *Voting Members*: All full-time departmental faculty including college administrators with faculty rank.
- *Non-voting members*: All supporting (part-time) faculty.
- *Ex-officio member*: Dean (if not member of departmental faculty)

### **SCOPE OF DUTIES AND RESPONSIBILITIES:**

- **Vote on Curricular Issues:**
    - Curriculum modifications initiated in the department.
    - Curriculum modifications initiated elsewhere but affecting courses in the department's major. These would include, but not be limited to, modifications to:
      - Cross-listed courses (i.e. ECON/MADM 327, BLAW/MADM 415)
      - Courses affecting multiple majors (i.e. BADM, UNIV, ISDS as applicable)
      - Prerequisite courses from another department
  - **Election of Departmental Representatives to CBA Faculty Committees:**
    - Graduate Studies Committee
    - Personnel Policy and Planning Committee
    - Curriculum and Standards Committee
  - **Review of Undergraduate Curriculum:**
    - While curriculum changes can be initiated by the department at any time, the respective departments shall systematically review the curriculum for each undergraduate major and the Bachelor of Science degree.
      - Review expected core requirements.
      - Review curriculum for each majors:
        - Accounting
        - Finance (including Financial Analysis and Financial Services concentrations)
        - General Business Administration
        - Management (including Human Resource Management concentration)
        - Marketing
- \*Note: Curriculum reviews should include consideration of input from relevant stakeholders, including students, alumni, internship program employers and regional employers, as appropriate.

## CALL OF MEETINGS:

- *General Meetings.* The respective Department Chairs shall call at least one face-to-face general faculty meeting per regular semester. The agenda shall be developed and provided before the meeting by the Chair.
  
- *Special Meetings.*
  - Special meetings can be called by the Chair or by a petition of 2/3 of the full professors of the department after a request and refusal of the Chair.
  - The call for a special meeting shall include a specific agenda. The special meeting shall be limited to the subject matter of this agenda. The quorum for a special meeting is over 50% of the tenured and tenure-track faculty of the department. There shall normally be a 48-hour minimum notice requirement. However, this requirement can be waived by a 2/3 vote of the department faculty where a quorum is met. The Chair shall preside over a special meeting called by the Chair. The Dean shall appoint a chair for a special meeting called by professor petition.
  
- Items Requiring a Face-to-Face Meeting:
  - Tenure and promotion
  - Curriculum changes
  - Recruiting and hiring
  - Strategic planning and review of results

## **GOVERNANCE APPENDIX A CBA INSTITUTIONAL JURISDICTION**

### **Requires vote by CBA Faculty Council:**

1. Election of LSUS Senate representative (requires quorum of 2/3 of participating faculty)
2. Election of LSUS Policy and Personnel representative
3. Election of CBA Faculty Committee chairs – PPP, GSC and C&S
4. Election of Graduate Council representatives
5. Changes/additions/deletions to Faculty Governance Document (except editorial)
6. Curriculum changes/additions/deletions to MBA core or foundation (Graduate faculty only votes)
7. Curriculum changes/additions/deletions to undergraduate core
8. CBA changes to MBA admissions criteria (Graduate faculty only votes)
9. Changes to CBA Mission, Vision and Philosophy statements
10. Changes to MBA Mission and goals (Graduate faculty only votes)
11. Long-term and one-year strategic plans

### **Does not require faculty vote but ALC submits to PPP for review and recommendations before approval:**

1. Administrative policies initiated for compliance with AACSB and/or SACS criteria
2. Policies relating to faculty evaluation, promotion and tenure, post-tenure review, and graduate and undergraduate faculty status
3. Policies relating to allocation of office space

### **Requires Departmental Vote:**

1. Curriculum modifications initiated in the department.
2. Curriculum modifications initiated elsewhere but affecting courses in the department's major. These would include, but not be limited to, modifications to:
  - a. Cross-listed courses (i.e. ECON/MADM 327, BLAW/MADM 415)
  - b. Courses affecting multiple majors (i.e. BADM, UNIV, ISDS as applicable)
  - c. Prerequisite courses from another department
3. Election of departmental representatives to CBA faculty committees:
  - a. Graduate Studies Committee
  - b. Personnel Policy and Planning Committee
  - c. Curriculum and Standards Committee

**Requires Administrative Approval:**

1. Actions that affect other entities' authority at the college and/or university level (examples):
  - a. Criteria for graduate probation/suspension (GSC, Dean to LSUS Graduate Council)
  - b. Criteria for 490 and 790 Special Topics offerings (See *LSUS Undergraduate Courses and Curricula Manual*, IX, G., and *CBA Faculty Handbook*, "Use of the 490 and 790 Course Designation in the CBA") (GSC/C&S and Chair)
  - c. Graduate independent studies (Chair and GSC)
  - d. Undergraduate independent studies (Chair only)
2. Actions which will result in paperwork requiring approval by Dean and/or Chairs
  - a. Curriculum changes, additions, deletions (see *LSUS Undergraduate Courses and Curricula Manual*) (Chair(s) and Dean)
  - b. Graduate assistantships (MBA Manager and Dean)
3. Scholarship awards where Scholarship Committee selects recipient (Dean, Chairs, Scholarship Coordinator, Academic Counselor, and departmental representative [as appropriate])
4. LSUS faculty development expenditures (Dean and Chair)
5. Individual faculty travel (Dean and Chair)

**Under jurisdiction of ALC (Dean/Chairs) only:**

1. Policies relating to hiring, salary increases and compensation (Dean/Chairs)
2. Policies relating to scheduling all classes, including class size (Dean/Chairs)
3. Policies relating to online classes (Dean/Chairs)
4. Control of budget expenditures for college (Dean)
5. Control of budget expenditures for departments (Chairs/Dean if over specified amount)
6. Allocation of computer hardware/software (Technology Committee/Dean)

**GOVERNANCE APPENDIX B  
SUMMARY OF CBA CURRICULUM MODIFICATION PROCESS**

**Undergraduate:**

- a. Department making the change to other departments affected by the change to Curriculum and Standards Committee to Dean to LSUS Courses and Curricula Committee, or
- b. Curriculum and Standards Committee to department(s) affected by the change to Dean to LSUS Courses and Curricula Committee.

**Graduate:**

- a. Department making the change to other departments affected by the change to Graduate Studies Committee to Dean to LSUS Graduate Council, or
- b. Graduate Studies Committee to department(s) affected by the change to Dean to LSUS Graduate Council.