Policies and Procedures

Policy Title: College of Business (CoB) Curriculum Committee
Policy Number: 1020
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Effective Date: January 1996
Issued by: Gene Remoff
Interim Dean

Notes:
Approved by the CoB Council of Chairs, February 9, 1993
Amended and Approved by the CoB Council of Chairs, July 26, 1994
Assumed Outcomes Assessment Committee duties (CoB Policy #1020), January 1996
Amended and Approved by the CoB Council of Chairs, November 20, 2001
Amended and Approved by the CoB Council of Chairs, January 14, 2004
Revised May 2011 and approved by Council of Chairpersons, June 14, 2011

Membership:
The committee is composed of six (6) faculty members, one representing each of the six departments in the CoB: Accounting, Business Education & ITM & MIS, Business Law, Management, and Marketing. The Dean and the Assistant to the Dean/Associate Dean, of the college will serve as ex-officio members. The departmental representatives are elected by the faculty of each department.

Terms:
The term of membership is two (2) years with terms ending in staggered years to provide continuity. The Chairperson of the CoB Curriculum Committee is elected by the committee for a one (1) year term. By virtue of position, the chairperson serves as the committee's representative to the Bloomsburg University Curriculum Committee.

Meetings:
Meetings are held at the call of the committee chair or the Dean. All meetings are to be open to all CoB faculty. Agendas of all committee meetings are to be distributed to the entire CoB faculty as are minutes of the meetings.

Scope and Nature of Functions:
The committee is an advisory body which assists the Dean and the Council of Chairs on all curricular matters. The committee acts to insure that the curricula and instructional practices are consistent with the missions of the college and university. Specific functions include, but are not limited to, reviewing proposals for curriculum change, assessing the quality of the curricula, reviewing general education requirements, determining the business core curriculum, reviewing academic policies, reviewing academic planning, and determining the articulation of the curricula with standards set by accrediting bodies. The committee can be the source of proposals as well as a review board for proposals developed elsewhere in the college.
The committee also assists the Dean and the Council of Chairs on all outcomes assessment matters. The committee acts to insure that outcomes assessment practices are consistent with the missions of the college and university. Specific functions include, but are not limited to the development of a systematic, goals driven outcomes assessment strategy for departmental and college wide use in the CoB. The committee will conduct outcomes assessment of the core curriculum and general education competencies. The considerations of various methodologies will focus on the common intent of providing meaningful and usable student outcomes data for the purpose of informed decision making.

Committee meetings serve to enhance communication among members and provide a forum for discussion of academic programs and policies.

**Responsibilities, Relationships, and Accountability:**

The committee is responsible for keeping the Dean and the Council of Chairs informed about academic issues and for giving prompt and careful consideration to all matters referred to the committee. Members are responsible for participating in all committee deliberations and incorporating the input from their respective departments and constituents.

The committee is responsible to deliberate and make recommendations to the Dean of the College on all curricular issues, both at the undergraduate and graduate levels. The committee is to receive and consider curricular recommendations relating to graduate programs.

The CoB recognizes that it is part of a larger system. The committee is responsible for seeking opinions of other university units on academic matters so that the concerns and interests of all can be considered.

The committee can make recommendations to the Dean and the Council of Chairs on all matters related to academic affairs. Such advice may serve as a basis for decisions by the Dean. Committee members are accountable to the Dean for representing all academic units within the college, to the faculty for representing their professional interests, and to the students for serving their academic needs.

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