COLLEGE OF BUSINESS ADMINISTRATION
CENTRAL MICHIGAN UNIVERSITY

GRADUATE BUSINESS STUDIES CHARTER

I. CBA Graduate Business Studies Committee (GBSC)

The College of Business Administration Graduate Business Studies Committee (GBSC) shall oversee the Master of Business Administration (MBA) degree program. It is the duty of this committee to support the mission of the college.

A. Membership

1. The GBSC shall be composed of a faculty representative from each of the departments within the College. Each department will elect one Representative. The representative must hold a full-time regular faculty appointment within the College, with at least a half-time appointment in the department being represented. In addition, the elected representative must hold graduate faculty status. It is also preferred that the representative has taught or is currently teaching in the MBA program. It is preferred that the MBA Director teach in the program.

The MBA Director shall serve as chairperson and is normally a non-voting committee member. However, when the MBA Director has active faculty status, he or she can vote in the event of a tie vote.

2. There is no limit on the number of years a committee member can serve.

3. A department shall select a replacement representative to attend meetings while their elected representative is on sabbatical leave or has an approved leave of absence.

B. Committee Responsibilities

The committee will act on all matters of oversight for the MBA degree program and its courses. This committee will be responsible for maintaining and improving the quality of the degree program. These activities include but are not limited to the following items:

1. to review and monitor master course syllabi and coordinate working syllabi with master syllabi to insure degree and course objectives are being met across offered sections.
2. to advise the Dean on matters pertaining to budget which might be established or necessary for the MBA degree program.

3. to assist/advise departments in course scheduling with regards to days, time, frequency, staffing, and capacity as needed for the degree.

4. to recommend alternative delivery strategies and/or methods for courses in the degree.

5. to monitor assessment of student performance in the individual courses.

6. to review assessment reports submitted by the CBA Assessment Committee, then to recommend appropriate action(s), and submit an annual report to the Dean of the college and the CBA departments.

7. to review, evaluate and vote on curricular proposals, submitted by individual departments and any other entities permitted by the CBA Curricular Procedures Document, to initiate changes pertaining to the MBA degree program and its courses.

8. to conduct periodic reviews of the MBA degree program.

9. to initiate curricular items for the MBA degree program.

10. to initiate curricular items for the MBA courses.

11. to establish program learning outcomes in conjunction with the MBA faculty.

12. to create and implement the program strategic direction and program mission statement.

13. to establish program admission requirements.

C. **Internal Committee Procedures**

1. The GBSC shall be governed under the procedures of Robert's Rules of Order.

2. The GBSC shall have at least one meeting each semester, with additional meetings as required.

3. Additional meetings may be called by the chair or must be called if requested by 3 of 6 of the GBSC members, who must state the purpose of the meeting in their request.
4. A meeting agenda will be distributed by the GBSC chair to the departmental representatives at least three working days prior to the meeting.

5. For curricular matters to be considered at the next scheduled GBSC meeting, materials must be received by the GBSC Members at least three working days prior to the meeting.

6. Curricular proposals received by the GBSC must be accompanied by meeting minutes from the initiating body indicating support of the proposal. Proxy votes will not be accepted.

7. In order for a vote on an issue, a majority (currently 4 out of 6) of the GBSC members must be present.

8. For an issue to pass, a majority (currently 4 out of 6) of GBSC members must vote in favor of the motion.

9. All actions by the GBSC shall be included in the minutes and distributed to the representatives, department chairs and the Dean in a timely manner.

II. CURRICULAR PROCEDURE (contained in the CBA Curricular Procedures Document; approved Sept. 2003)

A. Processes and Procedures of the GBSC

1. Proposed changes affecting the MBA degree will be submitted to the GBSC. The GBSC will review the proposed change in a timely manner (not to exceed 30 days):

   (a) if approved, the proposal including meeting minutes from all parties will be forwarded to the CBACC and will follow the regular submission procedure as outlined in sections I.B.1, I.B.5, and I.B.6 of the CBA Curricular Procedures Document.

   (b) if not approved, the proposal will be returned to the originating body.

B. Objections to GBSC Curricular Actions

An objection to a curricular action published in the GBSC minutes may be raised by the Dean or individual departments.

1. The objection, together with an explanatory rationale must be submitted in writing to the committee that acted on the curricular
proposal within ten (10) working days from the date of the publication of the minutes.

2. Upon receipt of an objection, the Chair of the committee that rejected the curricular proposal shall place the item on the agenda of the next scheduled meeting. Objections will be considered at that meeting or within ten (10) days of the receipt of the objection.

3. A representative from both the originating unit and the objecting unit will both be invited to be represented at the meeting where the objection is to be discussed.

4. After hearing from each representative, the GBSC shall decide whether or not to uphold the objection.

C. Review of the GBSC Objection Resolution

An objection to an action published in the GBSC minutes may be raised by individual departments or by the Dean and may pursue any of the following actions:

1. Concurs with the final decision of the GBSC in which case the GBSC will forward the materials to the proper college curricular body.

2. Disagree with the final decision of the GBSC within five (5) working days. Through the Dean's office, to arrange a vote by all of the regular College of Business Administration faculty, at a special meeting called by the Dean.

An open meeting of the faculty will be scheduled within 5 working days for both sides to present their case. This meeting will be moderated by the CBACC. Subsequently, a college-wide vote by all of the regular College of Business Administration faculty will be scheduled through the Dean's office to decide the issue. The vote would take place no later than 5 working days following the open faculty meeting.

D. Objections to CBACC Actions

An objection to an action published in the CBACC minutes may be raised by the GBSC and must be addressed as outlined in section F of the CBA Curricular Procedures Document.

E. Review of the CBACC's Objection Resolution

The GBSC may review the final published actions of the CBACC and may pursue any of the following actions:
1. Concur with the final decision of the CBACC, in which case the materials continue through the curricular process.

2. Disagree with the final decision of the CBACC within five (5) working days. Through the Dean's office, to arrange a vote by all of the regular College of Business Administration faculty, at a special meeting called by the Dean.