MASTER OF SCIENCE IN ADMINISTRATION (MSA) COUNCIL CHARGE, MEMBERSHIP, AND CURRICULAR AUTHORITY

I. CHARGE

A. The MSA Council serves as the faculty advisory and policy-recommending body for the (interdisciplinary) MSA degree. In performing its function, the Council should be concerned with the development of the curriculum and the evaluation of programs and policies pertaining to the MSA degree both on- and off-campus. It also has the primary responsibility for the quality of the degree offerings, as well as faculty selection related to core courses and student requirements. Along with the MSA Director, the MSA Council is responsible for the coordination of the delivery of the on-campus MSA degree programs with the College of Extended Learning.

B. The MSA Council shall recommend to the Graduate Council for approval:

1. New courses, course deletions, course modifications and other curricular issues.

2. Additions and deletions of course requirements; modifications of degree requirements.

C. The MSA Council shall be the final review authority of all MSA grade grievances.

D. The MSA Council shall serve as the review body for all student academic dishonesty cases referred by the dean of the College of Graduate Studies.

E. The MSA Council shall review and approve criteria for MSA faculty (note: this covers only MSA-designated courses).

F. The MSA Council shall review with the MSA Director the annual operating budget of the on-campus MSA program.

G. The MSA Council shall elect officers consisting of a chairperson and a secretary, each to serve one-year terms.

II. MEMBERSHIP

A. MSA Director, ex officio (ineligible to serve as chair).

B. Dean, College of Extended Learning, or designee, ex officio (ineligible to serve as chair).

C. Four faculty from the departments most heavily involved in the program. No more than one member shall come from the same department. “Involved” departments shall be those departments that have the largest number of MSA students (both on- and off-campus) enrolled in their courses.
Three additional faculty, one of whom should be from the College of Business Administration and two from the university at large. The Committee on Committees will recommend candidates for all these faculty positions to the Academic Senate, which will elect faculty to the positions. All candidates must be members of the graduate faculty.

D. On-campus MSA faculty member(s), appointed to full-time MSA positions, *ex officio* (ineligible to serve as chair).

E. One MSA student, elected by the Academic Senate.

F. Members to be elected for three-year staggered terms. Student terms will be one year.

III. MSA DIRECTOR

A. The MSA director shall report to the dean of the College of Graduate Studies.

B. Selection: The graduate dean is responsible for impaneling a committee to review and recommend candidates for the position. The selection committee should include at least three members of the MSA Council (one of whom should be the Extended Degree Program representative). Candidates for the position of MSA Director must have an academic background in an area relevant to the MSA degree. Recommendations of the selection committee shall be sent to the dean of the College of Graduate Studies.

C. The Provost, upon the recommendation of the Graduate Dean, appoints the MSA Director for a three-year term.

D. Reappointment decisions will be made by the provost, upon the recommendation of the dean of the College of Graduate Studies and the MSA Council.

E. The MSA Director is responsible for the day-to-day operation of both the on and off campus programs following guidelines established by the university and the MSA Council.

IV. PROGRAM REVIEW

The MSA program is subject to review by both the Board of Visitors and the Program Review process at the University. The MSA Council receives, reviews and acts upon all findings and recommendations.