

## **Graduate Programs and Curriculum Committee**

Purpose: The purposes of the Graduate Programs and Curriculum Committee are:

- a. To advise and make recommendations to the Dean on all graduate curricular matters.
- b. To study trends in business and administration with the objective of making recommendations to the faculty which would make the graduate curricula more relevant for our students.
- c. To continuously review the graduate curricula of the College for adequacy and effectiveness and make recommendations to the faculty concerning new courses to initiate and/or current courses to be discontinued or altered.
- d. To oversee the Curriculum Change Request (CCR) process as it relates to graduate courses.
- e. To recommend to the College faculty the minimum requirements for graduate admissions and degrees.

(Note: These matters may originate with the Committee or reach it through Departments, students, or individual faculty members. Graduate curricular items will not be included on the agenda for College faculty meetings prior to consideration by this Committee, except as provided by Article II, Section 7, subsection (c) of this document).

Membership: The Graduate Programs and Curriculum Committee shall be composed of one faculty member from each Department who shall be elected by the voting faculty of that Department.

Ex-officio Member: The College of Business representative to the University Undergraduate/Graduate Program Committee will be an *ex-officio* member of the committee and will serve without vote.

Chair: The Director of the MBA Program will serve as the Chair of the Committee. The Chair shall vote only in the event of a tie.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms. The Chair and the *ex-officio* member shall not be restricted by this limitation.

Agenda: The Chair shall prepare and make available an agenda with the call to meet.

Minutes: A summary of work done and actions taken shall be prepared by the Chair and distributed to members of the Committee, members of the faculty, Chairs of the Departments, and the Dean.

Source: College of Business By-Laws