

# Student Representatives for COB Committees

## From the College of Business Faculty Constitution

...student members shall participate in all privileges and duties of the Committees, including the privilege of making and seconding motions, but excluding the privilege of voting.

Student representatives shall be selected by the Student Affairs Committee upon the advice and recommendation of the Dean's Student Advisory Committee (DSAC) and of the relevant Standing Committees. Selection of student representatives will occur in April after the election of the new members of the Standing Committees. Student representatives shall serve a one-year term. If a student representative is unable to fulfill the term, the Student Affairs Committee shall appoint a replacement upon the advice and recommendation of DSAC and the relevant Standing Committee.

Duties of the standing committees follow:

### **Curricular and Academic Affairs Committee (CAAC)**

#### 1) Membership

- a) Faculty: Two representatives per department, College of Business Faculty Vice Chairperson
- b) Administration: Dean or dean's representative
- c) Students: One College of Business undergraduate major

#### 2) Duties

- a) To formulate and recommend policies governing the undergraduate curricula to facilitate continuous improvement, including such areas as:
  - i) new curricula and programs.
  - ii) assessment of Business core curriculum
  - iii) revision of existing curricula.
  - iv) changes in requirements for undergraduate degrees in the College of Business.
  - v) establishment, abolition, or merger of subdivisions within the College of Business.
  - vi) integration of technology.
- b) To review the philosophy of the College of Business periodically including:
  - i) an examination of individual courses of instruction, including Business core master course outlines, in light of the philosophy of the College of Business.
  - ii) an examination of the relationship of existing and future curricula to the College philosophy and University philosophy.
- c) To appoint subcommittees as needed.

#### 3) Agenda and Minutes

- a) Both agenda and minutes shall be published and circulated to the Business Faculty.

### **Graduate Committee (GC)**

- 1) Membership
  - a) Faculty: Two graduate Faculty representatives per department
  - b) Administration: MBA Coordinator and Dean or dean's representative
  - c) Students: One graduate College of Business student
- 2) Duties
  - a) To formulate and recommend policies and processes governing the graduate program and to facilitate continuous improvement including such areas as:
    - i) curriculum development and assessment, including master course outlines.
    - ii) admission and retention of students.
    - iii) graduation requirements for students.
    - iv) awarding of scholarships, fellowships and assistantships.
  - b) to recommend appointments to the graduate faculty
  - c) to appoint subcommittees as needed
- 3) Agenda and Minutes
  - a) Both agenda and minutes shall be published and circulated to the Business Faculty.

### **Student Affairs Committee (SAC)**

- 1) Membership
  - a) Faculty: Two representatives per department.
  - b) Administration: Dean or dean's representative.
  - c) Students: One College of Business major.
- 2) Duties
  - a) To formulate and recommend policies and procedures and plan events related to undergraduate students in the College of Business including:
    - i) recruitment, admission, retention and academic standards.
    - ii) advisement and counseling of students enrolled in the College of Business.
    - iii) business scholarships, honors, and awards.
  - b) To appoint subcommittees as needed.
- 3) Agendas and Minutes
  - a) Both agenda and minutes shall be published and circulated.

## **Technology and Library Advisory Committee (TLAC)**

- 1) Membership
  - a) Faculty: Two representatives per department , One College of Business representative serving on a major ISU computing committee
  - b) Administrative : Dean or dean's representative
  - c) Students: One (undergraduate or graduate)
- 2) Duties
  - a) To review the philosophy of the College of Business regarding computing and related technologies and to formulate and maintain a long-range plan for computing in the College of Business taking into consideration College of Business technology needs.
  - b) To formulate and recommend policies and procedures related to software and hardware enhancements and to recommend operational policies for the College of Business labs.
  - c) To act as liaison between the College of Business Faculty and University technology committees and task forces.
  - d) To review the pedagogical use of technology and make recommendations for achieving integration of technology use in the curricula of the College of Business
  - e) To formulate and recommend policies and procedures related to the acquisition and maintenance of library resources.
  - f) To serve as liaison between the College of Business and appropriate library personnel.
  - g) To appoint subcommittees as needed
- 3) Agenda and Minutes
  - a) Both agenda and minutes shall be published and circulated to the College of Business Faculty.

## **Instructional and Professional Development Committee (IPD)**

- 1) Membership
  - a) Faculty: Two representatives per department.
  - b) Administration: Dean or dean's representative.
  - c) Students; One College of Business major.
- 2) Duties
  - a) To encourage excellence and continuous improvements in teaching, learning, and research.
  - b) To formulate and recommend policies and procedures for assessment of teaching effectiveness.
  - c) To plan and deliver a minimum of one faculty development program each semester.
  - d) To develop a library of resources to support the mission of teaching excellence.
  - e) To determine faculty development and resource needs to effectively provide instruction in business courses in support of our teaching mission.
  - f) To engage faculty in activities that address the College's collective responsibility for instruction.
  - g) To appoint subcommittees as needed.
- 3) Agenda and Minutes
  - a) Both agenda and minutes shall be published and circulated.