

OPERATING PROCEDURES
SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF BUSINESS AND MANAGEMENT

A. THE PURPOSE

The purpose of the Operating Procedures agreement is to establish processes for formal academic actions in the College of Business and Management.

B. MEMBERSHIP

Consistent with the definition of faculty in the Faculty Contract between SVSU and the SVSU Faculty Association, faculty who hold full-time positions and academic administrators holding joint academic appointments shall be considered voting members of the College of Business and Management. Additionally, endowed chairholder(s), Executive(s)-in-Residence, and academic administrators actively teaching at least half load (normally 12 credits) shall be non-voting ex officio members of the College of Business and Management.

C. COLLEGE MEETINGS

1. Chairperson: The Dean of the College of Business and Management, or his/her designee, normally shall preside at College faculty meetings.
2. Frequency: Normally, the faculty shall meet a minimum of three times during the academic year, during or before the twelfth week of the semester. Additional meetings may be arranged by the Dean or by a written petition of 25 percent of the Faculty.
3. Quorum: Sixty percent of the faculty excluding those on sabbatical leave, sick leave, or other authorized leaves of absence, shall constitute a quorum for a faculty meeting.
4. Minutes: Minutes of each meeting shall be prepared by the Recorder and distributed to each faculty member as soon as possible thereafter. Minutes shall be approved by vote of the faculty at the next regular meeting. The Dean may provide an administrative person to serve as Recorder of the minutes.
5. Agenda: Notice of meetings will normally be distributed two weeks in advance of the meeting. A faculty member may place an item on the agenda by written memorandum to the Dean 10 days prior to the meeting. A written agenda shall be formulated by the Department Chairs and the Dean and be distributed to members of the faculty at least one week in advance of each meeting.
6. Parliamentary Procedure: On questions of parliamentary procedure not covered in these Operating Procedures, Robert's Rules of Order shall prevail.

D. COLLEGE COMMITTEE SYSTEM

1. General Guidelines for Standing Committees

- a. The standing committees of the college shall be the Undergraduate Program Committee, the Graduate Program Committee, the Unit Research Committee, the Assurance of Learning Committee, the Vitito Fellows Program Oversight Committee and the Cardinal Business Edge Oversight Committee.
- b. Standing committee membership is described in Section 2.
- c. It is the responsibility of the department chairperson to forward to the Dean the names of the department representatives for each of the committees in April of the preceding Academic year.
- d. The Dean or his/her designee shall call the first meeting of the committees in the following September.
- e. Each standing committee shall submit an approved annual report to the faculty at the end of the academic year, which will be filed by the committee chairperson as a permanent record with the Dean.
- f. The committee chairpersons shall be elected annually each September.
- g. A majority of the committee members shall constitute a quorum for a committee meeting.
- h. The committee shall establish procedures to solicit student input.

2. Responsibilities of the Standing Committees

- a. The Undergraduate Program Committee is responsible for all academic matters relating to the College of Business and Management undergraduate programs, including program development, and the determination and implementation of academic standards. Specific responsibilities include, but are not limited to, overall curriculum development and modifications that concern the common curriculum of the undergraduate degree program(s), review of departmental curriculum initiatives and review of the undergraduate curriculum proposals from outside the College that affect one or more of the departments within the College. The Committee will make recommendations when appropriate, to the Dean and/or the College of Business and Management Faculty. Committee membership consists of one to two faculty members from each department, the Dean or his/her designee, the College CAPC representative (ex officio). Curriculum Review Process delineated in Appendix A.
- b. The Graduate Program Committee is responsible for all academic matters relating to the College of Business and Management graduate programs, including program development, and the determination and implementation of academic standards. Specific responsibilities include, but are not limited to, overall curriculum development and

modifications that concern the common curriculum of the graduate degree program(s), review of departmental graduate curriculum initiatives and review of curriculum proposals from outside the College that affect one or more of the departments within the College. The Committee or a designated subcommittee will serve as the Graduate Admissions Committee for the purposes of reviewing applicants to the graduate program(s). The Committee will make recommendations when appropriate to the Dean and/or the College of Business and Management Faculty. Committee membership consists of one to two faculty members from each department, the Dean or his/her designee, the College GC representative (ex officio). Curriculum Review Process delineated in Appendix A.

- c. The Unit Research Committee is responsible for the coordination and annual evaluation of the faculty development process to promote and encourage intellectual activity within the College. This includes, but is not limited to, the areas of instructional innovation, classroom facilities, student conduct, library and media resources, and the ongoing instructional development of faculty. The committee is responsible for recommending the allocation of funds for research and development as specified by the Saginaw Valley State University Contract, between SVSU and the SVSU Faculty Association. The committee membership consists of the Dean and the Department Chairpersons in the College.
- d. The Assurance of Learning Committee is responsible for the assessment of the quality of the programs offered by the College. The Committee will make recommendations when appropriate to the Dean and/or the College of Business and Management Faculty. Committee membership consists of one to two faculty members from each department and the Dean or his/her designee.
- e. The Vitito Fellows Program oversight is conducted by a College-wide Vitito Fellows Program Oversight Committee. The chair of this committee is a faculty member that also serves as Academic Program Coordinator for the Vitito Fellows Program. The committee consists of two tenured or tenure-track faculty members from each department of the College of Business and Management, chosen by each Department, the Dean of the College of Business and Management or designee, and one additional member, chosen by the Dean. Faculty members chosen by each Department are voting members on the committee. In the event of a tie, the Dean or Dean's designee votes. The chair is elected by a majority vote of the committee. The Academic Program Coordinator for the program is responsible for coordinating the program, scheduling courses, advising students admitted to the program and overseeing co-curricular activities required by the program and will be granted four credits of release time per academic year to conduct these activities. The Oversight Committee is responsible for the assessment of the Program.
- f. Oversight of the Cardinal Business Edge program is conducted by the Cardinal Business Edge Oversight Committee, a committee composed of the Department Chairs, the Dean, and a Program Coordinator selected by the Chairs and Dean. The Program Coordinator may be a faculty member or administrator in the College of Business and Management.

The program coordinator is a non-voting member of the committee, unless one of the Department Chairs serves as program coordinator. The program coordinator is responsible for coordinating the program, working with the department chairs to schedule courses, advising students admitted to the program and overseeing co-curricular activities required by the program. If the coordinator is a faculty member, four credit hours of release time will be granted to conduct these activities.

E. AD HOC COMMITTEES

The Dean or the faculty may create, and establish operational procedures for, determine the membership, and select chairpersons of ad hoc committees. An ad hoc committee reports directly to the Dean and upon completion of the charge, ceases to function.

F. DEPARTMENTS

1. Departments of the College. At the time of revision of the Operating Procedures, the College consists of three departments: Accounting, Law & Finance, Economics, and Management/Marketing.

G. GOVERNANCE

1. The terms of the current Faculty Contract between SVSU and the SVSU Faculty Association is the final authority for details of faculty governance. When a conflict arises between the Operating Procedures and the current contract, the contract takes precedence. When a new contract is adopted, the Operating Procedures should be reviewed for conformance with the contract to bring the contract and the Operating Procedures into agreement.
2. These Operating Procedures will be revised by approval of sixty percent of the college faculty who are eligible to vote. Revisions must be presented initially at one faculty meeting. At least one open forum for the sole purpose of discussing merits of a revision must be held. Approval may be voted upon at the next faculty meeting, unless the revision is tabled.

Appendix A
College of Business and Management
Curriculum Review Process

Purpose

The process of curriculum review for individual departments and the dean of a college is clearly defined in the current Saginaw Valley State University Faculty Contract, between SVSU and the SVSU Faculty Association. In the case of highly integrated programs offered by several departments within a college, the role of college curriculum committee is not addressed by the contract. The purpose of this Curriculum Review Process is to offer a suggested path for the flow of curriculum information within the College of Business and Management.

Objectives

- a. Increase the flow of information concerning the integrated programs within the College of Business and Management.
- b. Provide a forum for the orderly discussion of curriculum issues concerning the academic programs of the College.
- c. Preserve the rights of individuals/departments to respond directly to the appropriate University Curriculum Committee as provided in the contract.
- d. Preserve the rights of the Dean to respond directly to the appropriate University Curriculum Committee as provided in the contract.

Process

- a. Any College Department or individual proposing any changes in existing curriculum, new courses, new academic programs or academic admissions standard shall forward a copy of the proposal to the appropriate college program committee through its representative on the committee.
- b. Any Department Chairperson(s) having received a proposal for any changes in existing curriculum, new courses, new academic programs or academic admissions standard from a department outside the College shall forward a copy of the proposal to the appropriate college program committee through his/her representative on the committee.
- c. Within the 30-day period provided for in the contract, the college program committee should review the proposal and make a recommendation to the Dean of The College of Business and Management. When appropriate, the review process should include at least one announced open committee meeting where the proposal can be discussed.
- d. The Dean will take into account the timely recommendations of the independent departments as well as timely recommendations of the program committee before

forwarding the proposal with recommendations to the Chairperson of Curriculum/Academic Program Committee or the Graduate Committee.