ANCELL SCHOOL OF BUSINESS
UNDERGRADUATE PROGRAM REVIEW COMMITTEE
BYLAWS

I. OBJECTIVE
To ensure that the undergraduate curriculum is:
1) consistent with the University and the Ancell School of Business Strategic Plans,
2) compliant with the NEASC and AACSB accreditation standards, and
3) satisfying the long term educational needs of students, employers and society.

II. DEFINITIONS
A. Stakeholders-Students, Employers, Connecticut State Colleges & Universities (CSCU), Western Connecticut State University (WCSU), Connecticut Board of Regents for Higher Education (BOR), American Association of Collegiate Schools in Business (AACSB), New England Association of Schools and Colleges (NEASC) and the Faculty of the Ancell School of Business Business Departments (ASBBD).
B. BBA Core-Those courses required of all students who graduate with the Bachelor of Business Administration (BBA) degree at WCSU.
C. Ancell General Education Requirements-Those courses that the BBA program specifically requires that the student complete and which satisfy, in part, the university’s general education requirements.
D. Ancell School of Business Business Departments (ASBBD)-Accounting, Finance, Management, Management Information Systems, Marketing.
E. Ancell School of Business Business Department Faculty-The full-time faculty of the Ancell School of Business Business Departments listed in III.D. above.

III. AREAS OF RESPONSIBILITY
A. To ascertain whether the courses and content of the courses within the BBA curricula meet stakeholder needs, expectations and/or requirements.
B. To review and make non-binding recommendations to the responsible departments and the ASB faculty concerning the courses that comprise the BBA core and those courses specifically required of BBA students in the General Education Requirements.
C. To review and make non-binding recommendations to responsible departments concerning the content within courses that comprise the BBA core and those courses specifically required of BBA students within the University’s General Education Requirements.
D. To receive from departments, review, and grant approval or disapproval for any new BBA majors, options within Majors, Minors, or the discontinuance of any major or options.

E. To receive from departments, review and grant approval for new courses, deleted courses, or change in course outline for all courses in the BBA program.

F. To receive from departments, review and grant approval for changes in courses that are required for specific BBA majors, options within Majors, or Minors.

G. To create procedures to accomplish responsibilities of this committee.

IV. MEMBERSHIP
Voting membership is composed of one faculty member elected by and from each ASBBD department for a two year term.

V. OFFICERS
A. The chairperson shall be elected by majority vote at the first meeting of the academic year.

B. The position of the secretary shall be filled by each member, (excluding Chairperson) in turn on an alphabetic rotating basis, unless otherwise agreed to by the committee.

VI. CONDUCT OF BUSINESS
A. The first meeting of each academic year shall be convened by the previous year’s chairperson if that individual still serves on the committee. In his/her absence, the Dean of the ASB will appoint a committee member to convene the committee. The first order of business of each academic year is to elect the chairperson.

B. A quorum shall consist of over 50% of the membership.

C. Meetings are to normally be held at least once in each full month of the academic year.

D. Meetings are to be called by the chairperson at a time which does not conflict with a faculty member’s teaching responsibilities. Faculty members may have to change their office hours to accommodate meeting times.

E. The call to meeting, accompanied by the agenda, shall be delivered to committee members at least seven calendar days prior to each meeting.

F. No decision concerning curriculum matters shall be made at the meeting unless material documenting the change was received at least seven calendar days prior to the meeting.

G. Decisions of this committee require a majority vote of the members present.

H. Ad hoc committees who report to this committee may be appointed by the Chairperson. The members of these committees do not have to be members of this committee.

I. The committee operates under Robert’s Rules of Order except where noted differently in these bylaws.
VII. SUBMISSIONS TO BE RECEIVED FROM DEPARTMENTS

A. Proposals shall be received from departments to:
   a. Add new courses, delete existing courses, or change course outlines.
   b. Change courses required of majors, or options within majors.
   c. Add new or discontinue majors, or options within majors.
   d. Change the composition (add or delete courses) of the BBA core or the Ancell General Education requirements.

VIII. AUTHORITY

A. The committee has authority to approve, disapprove, or take no action on submitted proposals to
   a. Add new courses, delete existing courses, or change course outlines.
   b. Change required courses in majors or options within majors.
   c. Add new or discontinued majors or options.
   d. Change the composition (add or delete) of the BBA core or Ancell General Education requirements.

B. The committee has authority to initiate proposals for new courses in the online curriculum process for which identical titles, descriptions and outlines have been approved by three or more ASBBDs and which are proposed to be included in the BBA core. These courses will be designated with four letters, the first three to be BUS and the last to indicate the offering department: BUSA (Accounting), BUSF (Finance), BUSM (Management), BUSI (Management Information Systems), BUSK (Marketing). Except for the manner by which they are initiated and designated, such courses will otherwise be identical to cross-listed courses.

C. The Committee has authority to initiate in the curriculum process changes in the composition of the BBA Core or Ancell General Education Requirements.

IX. PROCESS FOR CHANGES TO COMPOSITION OF THE BBA CORE OR ANCELL GENERAL EDUCATION REQUIREMENTS

Proposals approved or initiated by this committee to change the composition of courses required in the BBA Core, or General Education Requirements will next be submitted to the ASBBDs. If a majority of departments approve the change, it will be submitted for approval by a vote of the ASBBD faculty. Approval is by majority vote of the ASBBD faculty. The chair of the PRC shall attach the minutes of the approving departments and the minutes of the ASBBD meeting to the proposal when forwarding to the next stage of the curriculum process. The BBA core requirements shall be changed for all BBA program sheets after final curriculum approval has been received.

X. MINUTES
Minutes of each meeting shall be distributed to all members of this committee, ASB Dean, ASB Chairpersons, and the Provost and V.P. of Academic Affairs within seven working days of the meeting with voting records of members.

XI. **AMENDMENTS**

A. These Bylaws may be amended by at least two-thirds vote of the Ancell Program Review Committee members present at any regularly scheduled meeting at which there is a quorum, plus the majority approval of the ASBBD faculty.

XII. **BOUNDS**

A. Nothing herein is intended to violate the CSU/AAUP collective bargaining agreement and the faculty handbook.

*Approved by the faculty of the Ancell School of Business at the faculty meeting of 11/16/93.*

ASB Faculty Meeting Updated 5/12/13

ASB PRC Approved 3/14/14

ASBBD Faculty Updated 3/28/14