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

II. DEFINITIONS
A. Stakeholders—Students, Employers, Connecticut State University (CSU), 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 (ASB).
B. BBA Core—Those courses required of all students who graduate with the Bachelor of Business Administration (BBA) degree at WCSU.
C. General Education Requirements—Those courses that the BBA program specifically requires that the student complete and which satisfy, in part, the university’s distribution requirements.
D. Ancell School of Business Business Departments (ASBBBD)—Accounting, Finance, Management, Management Information Systems, Marketing.
E. Ancell School of Business Department Faculty—A quorum of all faculty of the Ancell School of Business comprising Accounting, Finance, Management, Management Information Systems, and Marketing.

III. AREAS OF RESPONSIBILITY
A. To ascertain whether the courses and content of the courses within the BBA curricula meet the 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 the following two year appointments:

1. One faculty member from each ASB department to be appointed by the department chairperson in consultation with the faculty within the department.

2. One student appointed by the Dean of the ASB and approved by the faculty membership of this committee.

V. **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.

B. A quorum shall consist of over 50% of this committee’s faculty members from the ASB on the condition that all members have been appropriately notified.

C. The first order of business of each academic year is to elect the chairperson for the year who will immediately assume the office after election.

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

E. 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.

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

G. Ordinarily, 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.

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

I. Concerned parties, such as librarians, Arts & Science Faculty, Alumni, Business people, etc., will receive notice of meetings to discuss particular items on the agenda.

J. 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.

K. The committee operates under Robert’s Rules of Order except where noted differently in these bylaws.
VI. 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.

VII. SUBMISSIONS
A. Proposals to add new courses, delete existing courses, or change course outlines shall be received only from departments.
B. Proposals to change courses required of majors, or options within majors, shall be received only from departments.
C. Proposals to add new or discontinue majors, or options within majors, shall be received only from departments.
D. Proposals to change BBA or General Education course requirements shall be received only from departments or can be internally generated within the committee.

VIII. AUTHORITY
A. The committee has authority to approve, disapprove, or take no action on submitted proposals to add new courses, delete existing courses, or change course outlines.
B. The committee has authority to approve, disapprove, or take no action on submitted proposals to change required courses in majors or options within majors.
C. The committee has authority to approve, disapprove, or take no action on submitted proposals to add new or discontinued majors or options.
D. All recommendations of this committee to change courses required in the BBA, or General Education Requirements will be submitted by this committee to affected departments and then to the ASB faculty for their approval. If one assumes that each member votes on instructions from their department, then the last clause in the last sentence applies only to submissions generated from VII.D. since only in that case would departments not already have considered the matter. But in that case the committee meetings should be tied to department meetings, not and the seven day notice deleted. However one parses the meaning of this item, the last change in the core took place as follows: MKT brought proposal to PRC which approved by majority vote. With two departments rejecting change. Change was approved and implemented by majority ASB vote.

IX. APPEALS
A. Departments may submit disapproved proposals, or proposals on which no actions has been taken by this committee in a two month period to the ASB faculty.

X-IX. MINUTES
A. 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.

B. appended to each meeting’s minutes shall be a cumulative status report of proposals considered and are awaiting ASB or university governance approval, and the disposition of proposals by the ASB or University governance. Only proposals not yet disposed of shall be carried over to a new academic year.

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 ASB 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