I. OBJECTIVE

A. To monitor the curricula and policies of the graduate programs and to promote improvement in their ensure program quality.

B. To ensure that the ASB graduate programs:

   (1) Maintain consistency with the University and the Ancell School of Business missions Strategic Plans.

   (2) Comply with NEASC, AACSB and all other relevant accreditation requirements.

   (3) Satisfy the long term content needs of our students, their employers, our community and the region.

II. DEFINITIONS

Stakeholders - Students, Employers, Connecticut State University (CSU), Western Connecticut State University (WCSU), Connecticut Department of Higher Education (DHE), 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).

ASB Faculty - A quorum of all full time faculty of the Ancell School of Business.

III. AREAS OF RESPONSIBILITY

A. To review and formulate policies for the recruitment, admission, registration and retention of graduate students, including non-standard admissions decisions.

B. To review the administration of committee, school, and university policies as implemented by the graduate coordinators.
C. To review current course offerings and make recommendations to the appropriate Departments, Divisions, and the ASB faculty concerning the courses that comprise the graduate programs.

D. To receive from Departments and Divisions all proposals for new courses, to review and grant approval or disapproval for new courses, deleted courses, or curricular changes, in course outlines for all graduate courses to review them, and to approve or disapprove them.

E. To make recommendations to the Administration, Departments, Divisions and Faculty concerning procedures, public relations, recruitment, data collection, resource requirements, and other matters relating to the graduate programs.

F. To collect information for stakeholders concerning the quality of content and instruction of graduate courses and curriculum.

G. To create procedures to accomplish the responsibilities of this committee and to implement these bylaws.

IV. MEMBERSHIP

A. Voting membership is composed of the following over-lapping two year appointments:

1. One faculty member elected by each Department or Division that offers graduate courses in the Ancell School.

2. The Ancell School of Business Graduate Program Coordinators (or their designees). The Department or Division represented by the Coordinator may not have another representative on the committee.

B. Optional non-voting members

1. One graduate from an ASB graduate program appointed by the Dean of the ASB and approved by the faculty members of this committee.

2. One graduate student currently matriculated in an ASB graduate program appointed by the Dean of the ASB and approved by the faculty members of this committee.
C. The Dean of the Ancell School of Business as a nonvoting member.

V. CONDUCT OF BUSINESS

A. The first meeting of each academic year shall be convened by a committee member appointed by the ASB Dean, the graduate coordinators.

B. A quorum shall consist of more than 50 percent of the ASB faculty members on the committee, four members of the committee, assuming that all members have been appropriately notified of the meeting.

C. The responsibilities of the Chairperson shall include: (but not be limited to):

1. To notification members of the meeting dates, and times and places, to all committee members.

2. To preparation and distribution of agendas and meeting minutes.

D. Meetings are to be held on a periodic basis, except for lack of agenda. Assuming a sufficient agenda, the committee meets monthly during the academic year.

E. Meetings are to be called by the Chairperson at a time which does not conflict with the teaching responsibilities of the faculty members. Committee meetings cannot be held in conflict with any member’s class schedule. Faculty members may have to change their office hours to accommodate meeting times.

F. The call to meeting, accompanied by the agenda, minutes, and supporting materials, shall must be delivered to committee members at least five seven days prior to each meeting.

G. Ordinarily, No decision concerning curriculum changes shall may be made at a meeting unless material documenting such changes is was received by the committee members at least seven calendar days prior to the meeting.

H. Decisions of this committee require a majority vote (more than 50 percent) of the members present.
Old I. Concerned parties, such as librarians, Arts & Science faculty, alumni, business people, etc., will receive notice of meetings to discuss related items on the agenda.

I. Ad hoc committees reporting to this committee may be appointed by the Chairperson. Ad hoc committee members do not have to be members of the GPCC committee. At least one member of any such ad hoc committee must be a GPCC member.

J. Meetings shall be conducted in accordance with The model for the conduct of meetings is Robert's Rules of Order, Revised.

VI. OFFICERS

A. The Chairperson of the committee will be elected at the first meeting of each academic year.

B. The position of secretary shall be filled by each member, (excluding the Chairperson) in turn, on an alphabetical 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 from Departments or Divisions.

B. Proposals to change courses required in specializations shall be received only from the appropriate Department or Division.

C. Proposals to add new, or discontinue existing, specializations shall be received from the appropriate Department or Division.
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 specializations.

C. The committee has authority to approve, disapprove, or take no action on submitted proposals to add new or discontinue existing specializations.

D. All recommendations of this committee to change required courses in graduate curricula will be submitted to the entire ASB faculty for their approval.

E. The following table illustrates the source and flow of curriculum action and other activity set forth in VII and VIII:

<table>
<thead>
<tr>
<th>Changing content elective courses</th>
<th>Division or Department</th>
<th>Committee</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Propose</td>
<td>Approve</td>
<td>Approve</td>
</tr>
<tr>
<td>Adding/deletion: elective courses</td>
<td>Propose</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Changing content: required courses</td>
<td>Propose</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Specification of courses required in curriculum</td>
<td>Propose</td>
<td>Propose</td>
<td>Approve</td>
</tr>
<tr>
<td>Addition/deletion of courses in specializations</td>
<td>Propose</td>
<td>Approve</td>
<td></td>
</tr>
</tbody>
</table>
VIII. Authority (cont.)

Changes in specializations  Propose  Approve

Admission requirements/ procedures  Propose  Approve

Bylaw changes  Propose  Approve

New Programs*  Propose  Approve  Approve

* Including, but not limited to: degree, certificate, executive, and other professional programs.

All references to “approve” herein are subject to University governance procedures and the CSU/AAUP Collective Bargaining Agreement.

IX. APPEALS

Departments may submit to the entire ASB faculty For consideration and resolution, disapproved Proposals, or proposals on which no action has been taken by this committee in a two month period.

X. MINUTES

A. Minutes of each meeting shall be distributed to all members of this committee, ASB Dean, ASB Chairperson, and the Vice President for Academic Affairs within seven working days of the meeting.

B. Appended to each meeting's minutes shall be a cumulative status report of proposals considered by the committee, the status of proposals which have been approved by the committee 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

These Bylaws may be amended by at least two-thirds vote of the GPCC members present at any regularly scheduled meeting at which there is a quorum, and the majority approval (more than 50 percent) of the ASB faculty.

XII. BOUNDS

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