GRADUATE PLANNING & CURRICULUM COMMITTEE (GPCC)

BYLAWS

I. OBJECTIVES

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

B. To ensure that the Ancell School of Business (ASB) graduate programs:

   1. Maintain consistency with the University and the Ancell School of Business missions.

   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

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

B. ASB Faculty - All full time faculty of the Ancell School of Business.

III. AREAS OF RESPONSIBILITY

A. To formulate policies for the recruitment, admission, registration and retention of graduate students, and be available to advise the graduate coordinators on 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 review curriculum proposals received from Departments and the Division in accordance with the faculty handbook, and to approve or reject them.

E. To make recommendations to the Departments, JLA Division, Program Coordinators or Dean concerning procedures, public relations, recruitment, data collection, resource requirements, and other matters relating to the ASB graduate programs.

F. To monitor the quality of content and instruction of graduate courses and curriculum.

G. To undertake additional tasks as requested by the Program Coordinators, Departments or Dean.

H. 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:

1. One faculty member elected by each Department or Division.

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

B. Non-voting members

The Dean of the Ancell School of Business shall be a non-voting member.

V. CONDUCT OF BUSINESS

A. The Chair convenes the first meeting of the academic year. Should there be no Chair, the graduate coordinators convene the first meeting.

B. A quorum consists of four voting members of the committee, assuming
that all members have been appropriately notified of the meeting.

C. The responsibilities of the Chairperson are (but not limited to):

1. To notify members of the meeting dates, times and places.
2. To prepare and distribute agendas and meeting minutes.
3. To conduct the meetings.

D. Assuming a sufficient agenda, the committee meets monthly during the academic year.

E. 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, must be delivered to committee members at least seven days prior to each meeting.

G. No decision concerning curriculum changes may be made at a meeting unless the committee members receive the material documenting such changes at least seven calendar days prior to the meeting.

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

I. The Chairperson may appoint ad hoc committees reporting to this committee.

J. The model for the conduct of meetings is Robert's Rules of Order, Revised unless otherwise stipulated in these by-laws.

VI. OFFICERS

A. At the last meeting of each academic year (e.g., May), the committee elects a Chair for the next academic year.

B. Each member (excluding the Chairperson) serves in turn, on an alphabetical rotating basis, as secretary, unless the committee agrees to a different procedure.
VII. SCOPE AND AUTHORITY

A. The Committee receives those proposals involving the Ancell School’s graduate courses, curricula, and programs as specified in the Faculty Handbook.

B. MBA program. The Committee has the authority to:
   1. Approve or reject proposals concerning the MBA program received from Accounting, Finance, Management, MIS, and Marketing (see A above).
   2. Initiate in the online curriculum process changes in the composition of the required MBA courses.
   3. Approval of changes to the composition of the required MBA courses by GPCC requires (1) Discussion of change as an agenda item at an Ancell Faculty meeting, (2) Approval by a majority vote of the GPCC members from the Accounting, Finance, Management, MIS, and Marketing Departments.
   4. Make formatting changes to the program sheet to reflect fully approved MBA curriculum proposals.
   5. Make changes to the text of the MBA program sheet to improve clarity.

C. MHA program. The Committee has the authority to approve or reject proposals received only from the Management Department (see A above).

D. MSJA program. The Committee has the authority to approve or reject proposals received only from the JLA Division (see A above).

E. Recognizing the interdependency of Ancell graduate programs, any planned changes to the scheduling of Ancell graduate courses that affects the ability of an Ancell graduate program to service its students shall be discussed as a mandatory agenda item.

VIII. MINUTES

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

IX AMENDMENTS

These Bylaws may be amended by at least a two-thirds vote of the entire GPCC membership at any regularly scheduled meeting, who are voting in accordance with the expressed instructions of their departments.
X. **BOUNDS AND SENATE APPROVAL**

Nothing herein is intended to violate the CSU/AAUP collective bargaining agreement (CBA) or the WCSU faculty handbook. All references to “approve” and “reject” herein are subject to University governance procedures and the CBA.