

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION
ASSESSMENT REVIEW AND CURRICULUM COMMITTEE
BY-LAWS

Preamble

The faculty of the School of Business and Public Administration at California State University, Bakersfield --- as defined by union contract and CSUB policy---is strongly committed to fulfilling its mission and goals through a coordinated and continuous improvement process in a shared governance environment. The faculty members of the School are responsible for curricular and degree program management, assessment of learning, assurance of teaching and other academic activities.

I. Charge

- To oversee development and implementation of the undergraduate and graduate degree programs and curricula for the School of Business and Public Administration.
- To serve as the coordinating and advising body to the various School Departments and programs regarding the assessment of learning and continuous improvement of the curricula for the School of Business and Public Administration.
- To develop policies and procedures to implement management of the assurance of teaching process and outcome expectations.
- To ensure that the curriculum, the delivery of the curriculum, and the assessment of that curriculum are in conformity with relevant professional accreditation standards.
- To recommend the scheduling of retreats, workshops, in-service programs, continuous education, or other programs needed to meet the charge; and
- To advise the faculty of BPA on other curricular activities that are brought to the Committee from faculty or other University bodies.

II Membership

1. The committee will consist of two representatives from each Department within the School. The members are elected by the Department to serve a two-year term. The terms of the two representatives are to be staggered. Members may

serve a maximum of two consecutive terms. Department elections are to be held to ensure members are in place before the beginning of each Academic Year.

2. Only full-time faculty members are eligible to serve on the Committee. If a faculty member has responsibilities in more than one Department, they are eligible to be elected through either, but not concurrently.

3. The elected Committee members will meet and elect a Chair and Vice-Chair by a simple majority vote at the start of the Academic Year. The Chair and Vice-Chair will serve a one-year term. A member may not serve as Chair for more than two terms during a four-year period.

4. The Chair will be responsible for developing the schedule of meetings, setting the meeting agendas, ensuring that minutes of the meetings are drafted, and facilitating the meetings. The Vice-Chair will act in the absence of the Chair. The Chair will be responsible for providing a summary report of the Committee's annual activities at the end of the Spring semester to the Academic Affairs Committee of the Academic Senate.

5. The Chair or (designee) shall make available to all BPA faculty members the agendas and approved minutes. The agendas should be posted before all meetings.

6. All members are expected to attend every scheduled meeting. All voting members are expected to provide an alternate from their department if they are unable to attend the meeting.

7. The Associate Dean of BPA is an *ex officio*, non-voting member of the Committee. The BPA Assessment Coordinator is an *ex officio*, non-voting member of the Committee, but shall retain their vote if they also serve as a department representative. A representative of the BPA Advising Center shall serve as a non-voting member of the Committee. The Dean of BPA may attend in the absence of the Associate Dean or in addition to the Associate Dean.

8. Visitors are welcome, but participation is controlled by the agenda and Chair. Visitors do not participate in decision making.

III Policies Governing Procedures

1. Robert's Rules of Order will be observed during meetings. The Rules may be suspended for discussion but must be observed for all decision making.

2. The Committee will meet a minimum of once a semester. To facilitate planning, the schedule for the Academic Year will be developed at the first meeting and posted. Any changes to the agenda should be posted, and the schedule duly amended.

3. Procedures needed to implement the above charges may be developed and approved by the Committee.
4. The Committee shall provide the BPA Dean's Office with records of all Committee actions.
5. All decisions are made by majority vote (50% +1) of all eligible voting members present at the Committee meeting.
6. The minimum number of voting members who must be present at a properly called meeting is (50% +1) to establish a quorum.
7. The By-Laws may be amended by a majority vote of the faculty.

Adopted 4/22/2014

Amended 1/8/2016

Amended 9/27/2018

Amended 1/28/2022