FACULTY/STAFF SPRING CONFERENCE

9:00 – 9:30: Proposed changes to the Bylaws.

Proposal 1 – The Faculty Senate has passed a resolution requiring each College to have a committee assigned to review that College’s budget matters. Consistent with this requirement, these responsibilities will be assigned to the Bylaws and Policy Review Committee. The name of the committee will be changed to the Budget, Bylaws and Policy Review Committee.

Proposal 2 – Make changes to the Bylaws as follows.

1. Add standing Assurance of Learning (Assessment) Committee to the Bylaws, because of (1) the apparent ongoing importance of assessment to accreditation, and (2) the body of knowledge that should be acquired by this Committee, making duplication of these efforts in the Graduate and Undergraduate Committees seem inefficient.

2. The Bylaws and Policy Review Committee will take on the additional budget responsibilities required by the Faculty Senate.

3. The Committee for the Promotion of Research will be eliminated and its duties transferred to the Faculty Council.

4. The Library Committee will be eliminated and its duties transferred to the Graduate Committee, to which the Library Liaisons will now report, if necessary.

5. The MBA Policy Committee will be renamed the Graduate Committee, and will still have as its major function the providing of guidance from the faculty concerning MBA matters. Additionally, the Graduate Committee will be asked to promote collaboration among the College graduate programs in areas such as student advertising, recruitment, placement, outcomes assessment, and distance education. The Bylaws Committee did not anticipate that this responsibility would be great enough to require that the directors of the various non-MBA graduate programs be on the Graduate Committee, although consultation with them might be necessary from time to time. Primary responsibility for graduate programs other than the MBA will remain in the separate Departments that administer such programs.

6. The P&T Committee will be changed so that each member is voted on by all of the tenured and tenure-track faculty from the College, as required by AP&P.

7. The Student Recruitment and Placement Committee will be eliminated, and its duties, whatever they were, will be assumed by the Graduate and Undergraduate Committees.
8. The **Teaching Excellence Committee** will be eliminated, and its duties will be assumed by the Faculty Council.

9. A new standing **Strategic Planning Committee** will be added to the Bylaws.

10. The **Undergraduate Curriculum Committee** will be renamed the **Undergraduate Committee**, and will have basically the same duties as before, but will also be asked to promote collaboration among the College undergraduate programs in areas such as student advertising, recruitment, placement, outcomes assessment, and distance education.

In summary, the College will be left with the following standing committees:

-Assurance of Learning (previously Assessment)  
-Budget, By-laws, and Policy Review  
-Faculty Council  
-Graduate  
-Promotion and Tenure  
-Strategic Planning  
-Undergraduate

Thanks again to those of you who took the time investigate and respond to these changes with your comments. While some of the comments were conflicting, we have considered all of your comments, and made changes accordingly in most instances.

Following are the relevant sections of the Bylaws, with the proposed changes made to them. The additions are bolded, italicized, and underlined, while the deletions have a double strikethrough on them. The sections that were not changed in Article VII are omitted here, while all of Article VIII is provided.

**ARTICLE VII**  
Overview of Committees

**Section 1**  
To facilitate the accomplishment of the Faculty’s specified functions, the following Standing Committees will be maintained:  
**Assurance of Learning (previously Assessment)**  
**Budget, By-laws, and Policy Review**  
**Committee for the Promotion of Research**  
**Faculty Council**  
**Library**  
**MBA Policy, Graduate**  
**Promotion and Tenure**  
**Student Recruitment and Placement**  
**Teaching Excellence**  
**Strategic Planning**  
**Undergraduate Curriculum**

**Section 3**
The faculty members that serve on a Standing Committee created by this Article shall be appointed by the Department Head of each department, except for the members of the Faculty Council, Promotion and Tenure, and Budget, Bylaws, and Policy Review Committees. The members of those two committees shall be elected, as provided in Article VIII.

Appointments to Standing Committees by the Department Heads should be done with the consensus of the departmental faculty. If at least 10% (but no less than two) of the General Faculty in a department request in writing that an election be held with respect to any particular Standing Committee membership, then that committee member will be elected by the General Faculty of that department.

ARTICLE VIII
Standing Committees

Section 1. Assurance of Learning Committee (previously Assessment Committee)

1. The Assurance of Learning Committee shall consist of one faculty member from each Department and, as ex-officio member, the Associate Dean for Academics of the College of BA&E.

2. The Assurance of Learning Committee will maintain goals consistent with AACSB standards, namely,
   a. To systematically measure student learning achievement against specified learning goals for the purpose of improving student learning and development,
   b. To assist the College of BA&E and its faculty members to improve programs and courses,
   c. To assure external constituents, such as potential students, regents, public officials, supporters, and accreditors, that the college is striving for continuous improvement of its students, programs, and courses.

3. The responsibilities of the Assurance of Learning Committee are:
   a. To work in conjunction with the Graduate and Undergraduate Committees to establish, monitor, and revise student learning goals and objectives in each degree program,
   b. To work with the Graduate and Undergraduate Committees to select techniques to be used to assess student learning goals and objectives,
   c. To assist the Graduate and Undergraduate Committees in implementing assessment techniques and interpreting results,
   d. To communicate the results of assessment activities on an annual basis to the faculty and to the Associate Dean for Academics for inclusion in annual reports such as that required by AACSB,
   e. To be a resource for the College of BA&E in terms of research on current trends in assessment activities in higher education generally and business colleges in particular.

Section 4.2. Budget, Bylaws and Policy Review Committee

1. The Budget, Bylaws and Policy Review Committee shall consist of one faculty member from each Department. The Associate Dean shall serve as an ex-officio member.

2. The committee shall
   a. review the College’s annual operating budget and all budget proposals and recommend any needed changes to the Dean;
   b. review all budget proposals that flow to the University Budget Committee from the College, and provide a written recommendation to the Dean concerning said budget proposal;
   c. periodically review and make recommendations concerning the College’s financial resources;
   d. periodically review and make appropriate recommendations concerning the College’s human resources, diversity, and facilities.
e. review the College's Bylaws annually and recommend any changes to the Dean and Faculty;
   f. review twenty percent of the College's Policies annually and recommend any changes to the Faculty.

Section 2. Committee for the Promotion of Research
(to be added)

Section 3. Faculty Council
1. The Faculty Council shall consist of two members from each academic department, elected by the respective department members.
2. The Faculty Council shall:
   a. organize Faculty Forums on topics of concern to the faculty and administration of the College of Business Administration and Economics;
   b. serve as a liaison between the faculty and administration of the College of Business Administration and Economics;
   c. serve as the academic appeals board within the College of Business Administration and Economics;
      i. The Faculty Council will hear any academic appeal that has been forwarded to it through proper procedures (NMSU Student Code of Conduct).
      ii. The subset of the Faculty Council hearing any particular appeal will consist of three of the ten faculty members and two students. None of these five individuals will be from the department from which the appeal originated. The Faculty Council will choose three students from a list of students (provided by the advising center) with a 3.5 or better grade point average. For any particular appeal, the Faculty Council will choose two of these three to hear the appeal.
      iii. The Board shall transmit its recommendation directly to the Dean.
   d. promote teaching and research excellence within the undergraduate and graduate programs in the College. In furtherance of this goal, the Faculty Council shall make recommendations to the Dean concerning various College and University teaching, research, and service awards, as well as the allocation of special funds created for the support of faculty activities.
   e. serve other functions as assigned by the Dean or the Faculty.

Section 4. Library Committee
(to be added)

Section 5. MBA Policy Graduate Committee
1. The MBA Policy Graduate Committee shall consist of one graduate faculty member from each department in the college and one MBA student elected from the Graduate Business Students Association. The Associate Dean and the MBA Director shall be ex-officio members.
2. The major function of the Committee is to provide guidance from the faculty concerning MBA matters. Primary responsibility for programs other than the MBA will remain in the separate Departments that administer such programs. Consistent with its major function, the Committee shall:
   a. To aid in building a quality program of instruction by reviewing all new course proposals, course and degree changes, and course deletions from the MBA program.
   b. To develop and recommend policies and practices concerning the MBA program; to ensure that they are meeting the needs of our several constituents; and to ensure that the program is in keeping with AACSB guidelines and current thinking at other leading universities.
4. The Committee shall transmit all major programmatic MBA issues to the General Faculty in the form of recommendations. This will include new majors, degrees, changes to the core curriculum, and other issues that impact the entire College.
5. The Committee shall transmit recommendations directly to the Dean regarding graduate MBA matters such as course additions, modifications, and deletions which do not impact the entire College.

3. Additionally, the Committee shall:
a. promote collaboration among the College graduate programs in areas such as student advertising, recruitment, placement, outcomes assessment, and distance education.

b. receive reports as necessary from the Library Liaisons, and take such actions as may be necessary concerning the College’s library collection.

c. periodically review information and student resources as they relate to the graduate programs.

3-4. The Committee may initiate recommendations or study recommendations that originate from within the College.

Section 6.5 Promotion and Tenure Committee
1. The College Promotion and Tenure Committee shall consist of one duly elected full-professor from each department, elected by the tenured and tenure-track faculty from the College. Elections are for two year staggered terms with the representatives from the departments of Economics and Accounting/BCS being elected being elected holding elections in odd numbered years and Marketing, Management and Finance being elected holding elections in even numbered years.

2. This Committee shall:
   a. review the documentation file of each tenured or tenure-track candidate for promotion or tenure and make an independent recommendation concerning the application to the dean of the college;
   b. review departmental procedures and processes related to promotion and/or tenure and report to the dean of the College those departments (if any) that have not followed their own internal procedures or those of the college or university; and,
   c. periodically review the College procedures and guidelines regarding tenure and promotion for consistency with any changes made to university promotion and tenure policies and if appropriate, recommend changes to the College procedures.

Section 7. Student Recruitment and Placement Committee (to be added)
Section 8. Teaching Excellence Committee (to be added)

Section 6. Strategic Planning
Details to be added here.

Section 9.7 Undergraduate Curriculum Committee
1. The Undergraduate Curriculum Committee shall consist of one faculty member from each Department and, as ex-officio members, the Associate Dean of the College of BA&E, a representative of the Advising Center, and a student of the College of BA&E.

2. This Committee shall act as an agent to avoid proliferation of BBA undergraduate courses and to build a quality program of instruction by reviewing all suggested undergraduate courses and degree changes, additions, and deletions.

3. Other responsibilities of this Committee are:
   a. To promote collaboration among the College undergraduate programs in areas such as student advertising, recruitment, placement, outcomes assessment, and distance education.
   b. To periodically review information and student resources as they relate to the undergraduate programs.

3.4. This Committee may either initiate studies or act upon recommendations received from the Dean, academic units, other duly organized committees, or individual members of the Faculty.

4.5. The Committee shall transmit all programmatic issues to the General Faculty in the form of recommendations, such as for new majors or degrees, core curriculum, and issues that impact the entire College.

6-6. The committee shall transmit recommendations directly to the Dean regarding matters such as course additions, modifications, and deletions which do not impact the entire College.

6.7. All relevant committee recommendations shall be prepared and submitted in sufficient time to be placed on the agenda for the next meeting of the faculty.

7-8. At times of major review of college curriculum the Committee will be expanded to two faculty members from each department.