SoBA Committees

The purpose of SoBA Committees is to govern decisions and manage tasks that support the mission of SoBA. A sunset review of new committees will have a sunset review after 3-5 years. Committee composition is determined by the Associate Dean, in consultation with the Dean and Department Chairs. Some committees meet throughout the calendar year due to the nature of their responsibilities.

STRATEGIC

Strategic Planning & Accreditation Committee
Charge: To provide overall strategic direction of SoBA and oversight of maintenance of AACSB accreditation
Responsibilities:
1. Provide leadership in strategic management decisions, considering input from stakeholders
2. Develop the SoBA Strategic Plan and adjust it according to internal and external conditions
3. Remain abreast of AACSB accreditation standards
4. Inform SoBA faculty and staff of changes to AACSB accreditation standards
5. Provide oversight of program assessment, faculty qualification policies, and strategic planning
6. Respond to annual AACSB surveys for business and accounting programs
7. Coordinate AACSB site visits
Composition: Associate Dean (chair), Dean, Executive Administrative Team, and others appointed by the chair.

CURRICULUM MANAGEMENT

MACct Admission, Curriculum, and Assessment Committee
Charge: To provide oversight of MACct curriculum and admission
Responsibilities:
1. Evaluate applicants for admission to MACct program
2. Propose all changes to MACct curriculum
3. Assess MACct program learning goals and overall quality of the MACct program
4. Establish policies impacting the MACct program and students
5. Ensure the MACct program meets AACSB and UM standards
Composition: MACct Director (chair), accounting and MACct faculty, MACct program coordinator, and one faculty member external to the MACct.

MBA Admission, Curriculum and Assessment Committee
Charge: To provide oversight of MBA curriculum, admission, and program assessment.
Responsibilities:
1. Evaluate applicants for admission to MBA program
2. Propose all changes to MBA curriculum
3. Assess MBA program learning goals and overall quality of the MBA program
4. Establish policies impacting the MBA program and students
5. Ensure the MBA program meets AACSB and UM standards
Composition: MBA Director (chair), MBA faculty members from each discipline, and MBA program coordinator (ex-officio), and MACct Director (ex-officio).

CURRICULUM MANAGEMENT (Continued)

Undergraduate Curriculum Committee
Charge: To manage the SoBA undergraduate curriculum change process
Responsibilities:
1. Evaluate all curriculum proposals applicable to undergraduate students, forwarding recommendations for SoBA faculty votes
2. Propose curriculum changes that do not logically fit in one particular department
3. Ensure all SoBA curriculum changes meet university standards and submissions meet deadlines
4. Communicate all curriculum changes to SoBA Central for advising purposes
5. Remain abreast of changing UM graduation requirements as they impact our undergraduate students
6. Periodically evaluate the career development curriculum incorporated into the undergraduate core.

Composition: One faculty member from each discipline (including the committee chair), SoBA Advising coordinator, and Associate Dean (ex-officio). Only the faculty representatives vote.

Undergraduate Assessment Committee
Charge: To assess undergraduate program learning goals and suggest curriculum modifications based on results
Responsibilities:
1. Remain abreast of AACSB standards regarding curriculum management and evaluation
2. Develop and/or modify program learning goals consistent with the undergraduate mission.
3. Implement a comprehensive assessment program
4. Document the assessment program
5. Propose changes in response to assessment results
6. Disseminate assessment results to faculty

Composition: At least one faculty member from each discipline (including the committee chair), staff representative (ex–officio), and Associate Dean (ex-officio)

International Partnerships Committee
Charge: To strategically identify, evaluate, and formulate partnerships with international universities that bring students to UM to earn a degree and monitor success of such partnerships.
Responsibilities:
1. Vet proposed curriculum partnerships with a strategic and quality lens
2. Provide support structures for incoming students transitioning to UM and SoBA
3. Work with department chairs, program directors, and SoBA advisors
4. Monitor success of partnerships over the long-term

Composition: Faculty interested in international partnerships, with representation across departments and SoBA Advising Coordinator.

Curriculum Innovation Task Force
Charge: To lead, coordinate, and facilitate the effort to incorporate a single company into business classes (previously approved by faculty), as a model of integrated learning throughout the curriculum
Responsibilities:
1. Encourage and assist faculty in identifying ways in which to use the chosen company to meet learning objectives of their classes
2. Maintain a searchable inventory of ways in which faculty do this and share this inventory internally
3. Provide a communication channel to connect faculty and guest speakers from this single company
4. Identify and measure the success of specific learning outcomes associated with this initiative and provide periodic updates to faculty
5. Work with SoBA administrators and staff to nurture and grow the relationship with the chosen company

Composition: Faculty coordinator, one faculty member from each department, Associate Dean, SoBA Development officer (ex-officio).
ENGAGEMENT

Research & Grants Committee
Charge: To promote research in SoBA and provide oversight of the SoBA summer grant program
Responsibilities:
1. Solicit proposals for summer research and curriculum grants
2. Evaluate grant proposals and provide feedback to applicants
3. Communicate funding recommendations to the Dean
4. Promote research amongst faculty, including communicating campus research funding opportunities
5. Assist in assessing impact of faculty scholarship and intellectual contributions
Composition: One faculty member from each discipline (including chair), and staff representative

Student Recruitment & Retention Committee
Charge: To advise the SoBA Central director with respect to new student recruitment, and to increase retention through effective advising and at-risk interventions.
Responsibilities:
1. Strategically target opportunities for new student recruitment, involving faculty input where appropriate
2. Develop or identify programs to assist at-risk students majoring in business
3. Identify process improvements related to advising for all student populations.
4. Communicate SoBA curriculum requirements, policies and procedures through multiple channels, such as printed material, emails, websites, advising sessions, and visits to core classes
Composition: SoBA Central Director (chair), Advising Coordinator, at least one faculty member from each department, and other staff

Communications & Branding Committee
Charge: To create and implement a comprehensive and integrated communication strategy; to monitor, evolve and promote a positive, consistent brand image for SoBA
Responsibilities:
1. Implement a communication strategy for interactions with constituents, including vehicles such as: publications, promotional materials, advertisements, email blasts, flyers, SoBA’s website and press releases
2. Ensure SoBA brand reflects UM brand guidelines, coordinating with UM Branding and Communication staff/committee as needed
3. Disseminate communication and brand guidelines and provide UM and SoBA brand-specific tools for faculty and staff use
4. Coordinate with major SoBA stakeholders to create contact vehicles, including mass email and targeting communications
5. Provide assistance in creating communications goals and strategies for all stakeholder communications
Composition: Dean’s Executive Assistant (chair), Dean, branding/communications consultant, faculty with area expertise, SoBA Development Officer, IT Director, and other faculty/staff with area expertise.
ENGAGEMENT (continued)

Scholarship Committee
Charge: To allocate and monitor all SoBA scholarships in accordance with donor restrictions
Responsibilities:
   1. Promote and administer the SoBA scholarship application process
   2. Allocate SoBA scholarships in accordance with donor restrictions
   3. Oversee the annual Donor Recognition & Scholarship Banquet
   4. Monitor compliance with any ongoing requirements to retain SoBA scholarships
Composition: Chair (staff); voting members – faculty from each discipline and graduate program directors; non-voting members—SoBA Development Officer, other faculty/staff as needed

WORKPLACE

Emergency Management Committee
Charge: To develop and communicate the SoBA Emergency Response Plan and educate SoBA employees on related campus policies and other safe workplace practices
Responsibilities:
   1. Remain abreast of UM policies on safety and emergency response
   2. Develop and maintain the SoBA Emergency Response Plan
   3. Communicate key features of the SoBA Emergency Response Plan to SoBA faculty and staff
   4. Provide safety and response training appropriate to the SoBA Emergency Response Plan
   5. Promote a safe and healthy workplace through periodic communications, posters, and other means
Composition: Faculty, staff to include the room scheduler and the Dean