



MEMORANDUM

To: Dr. David Dauwalder, Provost and Vice President of Academic Affairs

From: Dr. Joseph Farhat, Dean of the School of Business A handwritten signature in blue ink.

Date: October 1, 2020

Subj: The School of Business interdisciplinary programs

In accordance with the CBA 5.14.1 I am requesting the establishment of the School of Business interdisciplinary programs. I did share the charter with the Department chairs and incorporated all the feedback I received from them.

The School of Business interdisciplinary programs: Business Studies Programs

➤ **Preamble**

The Interdisciplinary Program is established according to the following set of guidelines/principles:

1. The faculty of the School of Business has oversight over all academic program curriculum, policies of academic programs and initiatives in the school of business, including any interdisciplinary business programs.
2. The members of the several departments shall have responsibility for the content and development of the courses and curriculum of the interdisciplinary programs.
3. The graduate and undergraduate interdisciplinary business programs offered by the School of Business will provide students with outstanding educational opportunities in areas that require the integration of knowledge and concepts in domains spanning both business and non-business disciplines.
4. Interdisciplinary (cross-disciplinary) business studies academic programs (degree program, joint degrees, intercampus, major, minor or certificates) are administered from outside the structure of a single academic department or degree program, major, or minor in disciplines that are not currently part of the School of Business organizational structure.
5. There are no formal tenure-track lines in interdisciplinary programs; faculty members are drawn from existing departments. Members who teach in, mentor students or direct such programs shall remain members of their home departments.

➤ **Name**

The interdisciplinary program will be formally referred to as the Business Studies Programs.

➤ **Purpose**

1. Develop and implement appropriate policies and procedures regarding admissions, curriculum, student supervision, and completion of degree requirements in the Business Studies Programs.
2. Provide advice to the Dean for existing and future graduate and undergraduate interdisciplinary (cross-disciplinary) Business Studies academic programs (degree program, joint degrees, intercampus, major, minor or certificate) or interdisciplinary courses.



➤ **Council Membership**

The Business Studies Programs Council will be the elected body that advises the Interdisciplinary Programs Director and the Dean on all matters pertaining to the effectiveness, progress, and development of the Business Studies Programs.

The Business Studies Programs Council shall consist of the following:

1. One elected full-time teaching faculty representative from each academic department of the School of Business. The term for each teaching faculty representative shall be one year [September through August], and each representative may serve two consecutive terms. Representatives will be elected by their department via preferential e-ballot during the Spring semester. Department Chairs will not be eligible to serve as representatives.
2. The SoB Associate Director of Graduate Programs; ex officio and non-voting.
3. The Interdisciplinary Programs Director; ex officio and a voting member. The Interdisciplinary Programs Director shall serve as the Council chairperson.

➤ **Council Responsibilities**

The Council will act on all oversight matters for the existing and future graduate and undergraduate interdisciplinary Business Studies programs. The Council will be responsible for maintaining and improving the quality of the programs offered. The duties of the Council will include, but will not be limited to, the following responsibilities:

1. Conduct periodic reviews of the interdisciplinary programs.
2. Initiate and approve curricular items for the interdisciplinary degree programs and courses.
3. Maintain responsibility for the content and development of the courses and curriculum of the programs
4. Establish the learning outcomes for the interdisciplinary programs.
5. Recommends program strategic direction and mission statement.
6. Recommend program admission requirements.
7. Serve as academic advisors for undergraduate interdisciplinary degree majors.
8. Review, evaluate, and vote on the curricular proposals that are submitted by individual departments.
9. Recommend alternative delivery strategies and/or methods for courses in the degree.
10. Establish program admission requirements.
11. Review all proposals relating to Interdisciplinary (cross-disciplinary) programs and courses.

➤ **Program Director**

The Director of the Interdisciplinary Programs will be appointed by the Vice President for Academic Affairs upon the recommendation of the Dean of the School of Business. The Director will hold the position for a three-year term, renewable annually.

The Program Director will be responsible for the day-to-day operation of the programs (except the MBA). The duties of the Program Director will include, but will not be limited to, the following responsibilities:

1. Convene meetings of the Business Studies Programs Council as needed.
2. Consult with the respective chairs to agree on which departmental courses will be included in the interdisciplinary programs.
3. Advise students in the Business Minor (for non-business majors).
4. Recommend to the dean the schedule of interdisciplinary courses (BUS) with regards to days, time, frequency, staffing, and capacity as needed for the interdisciplinary programs.

➤ **Amendments**

This document may be amended by majority of the votes cast by the voting members of the Business Studies Programs Council and with the subsequent approval of the dean.