

GRADUATE COUNCIL HANDBOOK

INAUGURAL GRADUATE PROGRAM LIVINGSTONE COLLEGE (M.B.A)

Spring 2023



LIVINGSTONE COLLEGE

701 W. Monroe Street
Salisbury, North Carolina 28144

TABLE OF CONTENTS

THE MASTER OF BUSINESS ADMINISTRATION PROGRAM 2

GRADUATE LEVEL COURSES 3

THE GRADUATE COUNCIL OF LIVINGSTONE COLLEGE 3

PURPOSE OF THE GRADUATE COUNCIL4

MEMBERS OF THE GRADUATE COUNCIL 5

QUALIFIED GRADUATE FACULTY6

FACULTY TEACHING GRADUATE COURSES 6

COURSE NUMBERS AND COURSE LEVEL.....7

GRADUATE COUNCIL GOVERNANCE 8

THE MASTER OF BUSINESS ADMINISTRATION PROGRAM

Livingstone College has expanded the purview of its academic offerings by successfully implementing its inaugural graduate program, the Master of Business Administration (M.B.A.). The SACSCOC Board of Trustees voted to approve Livingstone College as a Level III institution at its June 16, 2022 meeting. This master's level business program is designed for students and professionals who desire to advance their careers in business, excel as a business executive, or become successful entrepreneurs. The MBA is specifically designed for individuals that have earned a bachelor's degree in business, accounting, finance, or another closely related area from an accredited institution. The program aims to attract students and professions who desire to advance their careers in business. Upon completion of the M.B.A. program, students will have increased their business knowledge; grown their professional network; and boosted their career and salary prospects.

The Master of Business Administration (M.B.A.) is currently being offered on the main campus of Livingstone College at 701 W. Monroe Street Salisbury, NC 28144. The modality of instruction is 100% traditional face-to-face instructional delivery format. To accommodate family responsibilities and employment, graduate students have the flexibility of taking classes during the evenings (Monday through Thursday). In future semesters, some classes may also be offered on Saturdays. The program calendar operates on a traditional 16-week semester schedule. The M.B.A. is a 36-credit hour degree program with 30-credits of 500-level core courses and 6-credits for 600-level elective courses. Students must maintain a minimum 3.0 G.P.A to maintain satisfactory academic progress and to meet graduation requirements.

GRADUATE LEVEL COURSES

A student seeking enrollment in graduate level courses will be classified as a degree-seeking student. Livingstone College's graduate level courses are progressively more advanced in academic content than its undergraduate courses. The M.B.A. program is structured to include more advanced knowledge of the discipline. Graduate courses are denoted as 500 and 600-level courses. All incoming students must attend the new student orientation for graduate students. All applicants must demonstrate their ability and dedication to complete high-quality work on the graduate level.

THE GRADUATE COUNCIL OF LIVINGSTONE COLLEGE

The Graduate Council is responsible for developing the criteria for admission to graduate programs and satisfactory progress toward degrees. The Graduate Council is also responsible for policies pertaining to personnel, curricula, degree requirements, and finances. The Graduate Council approves program-specific changes and recommends to the faculty college-wide policies pertaining to all graduate programs. In the case of the proposed M.B.A. program the college's inaugural graduate program, the Graduate Council consist of faculty who will teach the M.B.A. program in addition to key stake-holding campus administrators including the VPAA, VP for Student Affairs, Dean of the Business School, Director of Assessment, Institutional Effectiveness and Research, Director of Library Services, and the Registrar. Three (3) other

academic Deans are also a part of the Graduate Council, as there will be potentially new programs forthcoming from their respective Divisions. Moreover, the Graduate Council is a body representing graduate faculty on matters related to courses, graduate programs, graduate faculty, and any other issues or concerns surrounding graduate education.

The curriculum review process begins with the Department. After approval at the department level, the curriculum piece moves on to the Division. If approved at the Division level, then the curriculum piece moves forward to the Graduate Council for review and approval. If approved by the Graduate Council, the curriculum is presented before the Faculty Assembly to complete the shared governance process.

PURPOSE OF THE GRADUATE COUNCIL

The purpose of the Graduate Council shall be to assure efficient and effective use of resources to provide and support the newly proposed M.B.A. program sponsored by Livingstone College once approved by SACSCOC. To this end, the Graduate Council shall function as an advisory body providing recommendations to the Director of Graduate Studies in the following areas: (1) Graduate programs; (2) Graduate courses; (3) Graduate faculty; and (4) Other issues and concerns affecting graduate education.

The Graduate Council shall represent the Graduate faculty in carrying out the above-stated purposes and functions. The Graduate Faculty shall exercise the same duties and jurisdiction in the area of graduate studies as the College Faculty does in the area of undergraduate studies. The Graduate Council shall recommend for approval by the Graduate Faculty, all candidates for graduate degrees. Any action by the Graduate Council shall be subject to annulment by vote of absolute majority (i.e., greater than 50% of all voting members rather than the quorum present) of the Graduate Faculty membership with full voting rights.

MEMBERS OF THE GRADUATE COUNCIL

The Vice President for Academic Affairs serves as Chair of the Graduate Council. The Dean of the Business School will serve as the Vice Chair of the Graduate Council. The composition of the Graduate includes the four academic Division Deans of the college; the Vice President for Student Affairs, the Director of Assessment, Institutional Effectiveness and Research, the Registrar, the Director of Library Services, and the four qualified graduate faculty identified to teach in the M.B.A. program (to include the Dean of the School of Business and M.B.A. Program Director). The VPAA is an ex-officio member who may only vote in the event of a tie. The Vice President for Student Affairs, the Registrar, and the Librarian will also serve as non-voting members of the Graduate Council. Members of the Graduate Council who have been appointed to guide the inaugural M.B.A. program are listed below as follows:

2023 - Graduate Council Members

Name	Title
Dr. Kelli V. Randall	Vice President for Academic Affairs SACSCOC Accreditation Liaison
Dr. Orlando Lewis	Vice President for Student Affairs
Mr. Anthony Brooks	Vice President for Enrollment Management
Dr. Dawn McNair	Associate Vice President Dean of Mathematics and Science
Dr. R.D. Sharma	Dean of the Business School
Dr. Hasan Crockett	Dean of Liberal Arts and Humanities
Dr. Tarsha Reid	Dean of Education, Psychology and Social Work Coordinator of Teacher Education & Disability Services
Dr. Mohammed Shariff	Chair of the Department of Business & CIS M.B.A. Program Director
Mrs. Laverne Macon-Jamison	Director of Assessment, Institutional Effectiveness & Research
Dr. Nisha Singh	Associate Professor of Business & Economics
Dr. Terrence Simon	Associate Professor of Business & Accounting
Mrs. Laverne Macon-Jamison	Director of Assessment, Institutional Effectiveness & Research
Ms. Laura Johnson	Director of Library Services

QUALIFIED GRADUATE FACULTY

A qualified Graduate Faculty member is one who has demonstrated scholarly competence, professional achievement and experience with graduate education. Graduate faculty must demonstrate continuing involvement in scholarly research activities and recent participation in graduate education. Graduate faculty must hold an appointment as a regular full-time tenure-track faculty member at the rank of Associate Professor or above and:

1. Possess and earned doctoral degree or terminal degree or documented competence.
2. Demonstrate achievement in grant, research, and scholarly publications and/or creative accomplishments.
3. Provide evidence of professional achievement, leadership, and involvement.
4. Provide evidence of effective participation in graduate education.
5. Provide evidence of service to the College.

FACULTY TEACHING GRADUATE COURSES

Graduate faculty must have a terminal degree in the discipline area in which they are teaching. In some special instances, faculty may be approved to teach who have exceptional expertise in the field to qualify them for their teaching assignments in academic programs. In this instance, faculty considered to teach must have formal advanced study or demonstrated competence through independent scholarly activities or professional experiences in the field of specialization that they teach. The Dean and/or Program Director will assign qualified faculty to teach graduate courses. The VPAA appoints faculty to the Graduate Council.

GRADUATE COURSES

A student seeking enrollment in graduate level courses will be classified as a degree-seeking student. Livingstone College's graduate level courses are progressively more advanced in academic content than its undergraduate courses. Graduate students must have the ability to meet the rigorous requirements of an M.B.A. curriculum. The M.B.A. program is structured to include more advanced knowledge of the discipline. Graduate courses are denoted as 500 and 600-level courses. All incoming students must attend the new student orientation for graduate students.

M.B.A. classes must meet for a minimum of 50-minutes per credit hour. All M.B.A. curriculum courses are 3-credit hour courses. Therefore, to meet the required 150 minutes (contact hours) for a 3-credit hour course, all M.B.A. classes will be offered on campus from 6:00-9:00pm once per week. Summer classes will be offered one hour earlier, from 5:00-8:00pm. Any classes scheduled on Saturdays will meet from 8:30-11:30am.

The evening and weekend hour course times are designed to accommodate graduate students with full professional and/or personal lives. Traditional face-to-face class offerings ensure that faculty are available to support and mentor students. Thereby, students benefit from learning alongside and interacting with other graduate students within their cohort. The fall, spring and summer semesters are 16-week terms.

ASSIGNING COURSE NUMBERS & DEFINITIONS OF COURSE LEVEL

Course level, course credit, and course enrollment are important elements in the allocation of college resources. Livingstone College has clear guidelines for determining course-level. Livingstone College awards credits for courses and programs using criteria that conform to commonly accepted practices in higher education. Livingstone College also publishes information related to credit hours for programs of study and graduation in the *Graduate Catalog* and *Graduate Student Handbook*. Assigned credit hours are included with course listings when students register for classes. **500-level courses** are graduate level core courses that makeup the curriculum of the Master of Business Administration (M.B.A.) degree program. These graduate level courses are more rigorous than undergraduate courses. **600-level courses** are graduate level elective course within the curriculum of the Master of Business Administration (M.B.A.) degree program. These graduate level courses are more rigorous than undergraduate courses. Each M.B.A. course is worth three (3) credit hours. All M.B.A. classes meet once per week for three (3) hours over a sixteen (16) week semester, thereby ensuring that the credit/contact hours have been met for each course of the program. A full-time graduate student carries nine (9) credit hours per semester. The table below shows the semester credit hours, contact hours per week, prep hours per credit, total effort hours per credit, contact minutes per credit hour, total prep minutes per credit hour, and total effort minutes per credit hour for a full-time graduate student.

Course	Semester Credit Hours	Contact Hours per Week	Total Prep Hours	Total Effort Hours	Contact Minutes per Credit Hour	Total Prep Minutes per Credit Hour	Total Effort Minutes per Credit Hour
MBA 500	3	3	6	9	150	300	450
MBA 510	3	3	6	9	150	300	450
MBA 520	3	3	6	9	150	300	450
Spring 2023 Total	9	9	18	27	450	900	1,350

GRADUATE COUNCIL GOVERNANCE & RESPONSIBILITIES

The Graduate Council will make recommendations on matters pertaining to new programs, curricula, course offerings and any necessary changes needing consideration and review. The Graduate Council will make recommendations on matters pertaining to criteria for membership on the Graduate Council, graduate welfare issues, and graduate research and publications. Furthermore, the Graduate Council on matters pertaining to graduate student admissions, progression, student appeals, and other graduate student issues such as consideration of new graduate student programs. Ad hoc or standing committees and even sub-committees may be created by the Graduate Council, as needed. The Graduate Council is responsible for the development and updating of the Graduate Catalog, Graduate Student Handbook, and Graduate Council Handbook.

GRADUATE COUNCIL MEETINGS

Regular meetings of the Graduate Council shall be held at least during the Fall and Spring semesters of the academic year as needed. Regular meetings will be called by either the Vice President for Academic Affairs or the Dean of the Business School. *Robert's Rules of Order* shall govern the conduct of all meetings of the Graduate Council. A quorum for the conducting of business of any Graduate Council meeting shall consist of two-thirds (2/3) of the voting members thereof. Due to COVID-19, it may not be possible to have all meetings in-person. In such instances, Zoom meetings will be conducted and votes on matters may be conducted via email.

A copy of the agenda shall be provided to all members of the Graduate Council prior to the actual meeting. Notification of regularly scheduled meetings will be announced via email. Agenda items may be submitted by any member of the Graduate Council. A recording secretary will be identified to take the minutes of the Graduate Council meeting. Minutes of the meetings of the Graduate Council, committees and subcommittees will be emailed to the members of the Council after and prior to the next meeting.



Livingstone College

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