

Pathways to Involvement Membership Resource Kit



Accreditation Council for Business Schools and Programs
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The Accreditation Council for Business Schools and Programs (ACBSP) is proud to publish our *Pathways to Involvement: Membership Resource Kit*. This is the fifth in a series of kits that ACBSP has developed and made available to our membership. Our first publication, the [Articulation Kit](#), was released in September 2010 and updated in January of 2012 and 2013. The Articulation Kit is accessible to members when they login to our ACBSP site.

Additional ACBSP publications released in late 2013 and earlier this year included kits for the three honor societies affiliated with ACBSP: [Kappa Beta Delta Chapter Resource Guide](#), [Sigma Beta Delta Chapter Resource Guide](#) and [Delta Mu Delta Chapter Resource Guide](#).

This Kit is the result of the efforts of the ACBSP Member Relations Committee and was developed with the assistance of Dawn Edmiston. We welcome comments from readers and documents for inclusion in a future edition or supplement. Feedback can be shared with our Member Services Manager.

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THE HISTORY OF ACBSP

In April 1988, representatives from 150 business schools and programs across the country met in Kansas City to consider the feasibility of forming a new accrediting body based on an innovative approach. While recognizing the importance of scholarly research and encouraging a mutually beneficial balance between research and teaching, the new accreditation process would focus on teaching excellence and student outcomes. For those convening the meeting, the big question was what the level of interest would be. They had their answer when 149 of those representatives voted to participate in making the idea a reality.

The founders of what was then known as the Association of Collegiate Business Schools and Programs went to work creating a process that not only recognized the scholarship of teaching but promoted continuous improvement in teaching and real-world success for students. It was a first, as was the decision to be inclusive in its membership. ACBSP was the first to realize the importance of including associate degree schools, as well as private faith-based institutions.

ACBSP was recognized by the U.S. Department of Education through their approval process and later was the first accrediting body for business schools to be recognized by the Council for Higher Education Accreditation.

In 2010, to better define the mission of the Association as well as to reflect a growing global presence, the decision was made to change the name of ACBSP to Accreditation Council for Business Schools and Programs. Today, ACBSP has a network of more than 1,260 member campuses and more than 10,000 individual members, making it one of the leading accreditation bodies for business schools and programs around the world.

CHAMPION/CO-CHAMPION

Becoming a CHAMPION or CO-CHAMPION is the most frequent gateway to involvement in ACBSP. Each campus has a CHAMPION and also one or more persons serving as CO-CHAMPIONS. Because these positions are offered on each campus, there are far more persons serving in a CHAMPION or CO-CHAMPION role than any other position described in this Kit. Becoming the CHAMPION or CO-CHAMPION puts you in a unique position to attend important conferences and meetings and be exposed to other opportunities for involvement.

Brief History

Since the inception of ACBSP in 1988, institutional members have appointed campus representatives to serve as liaisons with ACBSP. From 1988 until 2003, these liaisons were simply known as the primary representative and alternate representative. As ACBSP expanded the number and diversity of members, the position of “CHAMPION” was created in 2003. The use of the term “champion” was selected for its value as both a noun and a verb. CHAMPIONS promote the need for ACBSP at their institutions and advocate for the needs of the institution back to ACBSP. The position of “CO-CHAMPION” was created in 2007 when the value of having more than one person on each campus serving in this leadership role became apparent. Although there is only one CHAMPION at each ACBSP campus, there can be multiple CO-CHAMPIONS.

How to Become a CHAMPION/CO-CHAMPION

Upon joining as a member, each educational member will officially designate an institutional CHAMPION to the Council. This person is generally the head or acting head of the unit that administers the business school or program at that institution. The designation is first made when the business school joins and completes the [Member Enrollment Form](#). A change in the CHAMPION can be made at any time by the current CHAMPION or other official of the business school by notifying ACBSP offices. This can be done by phone to 913-339-9356 or by e-mail to info@acbsp.org.

The CHAMPION typically appoints the CO-CHAMPION, but a member of the ACBSP staff can make such an appointment through consultation with the individual and with or without approval of the CHAMPION. While the preference is for one person to serve as CO-CHAMPION, there are instances when more than one person can serve as CO-CHAMPION. Again, this process can be addressed by contacting ACBSP.

Duties and Responsibilities – CHAMPION

The CHAMPION and CO-CHAMPION serve as points of contact between ACBSP and the campus. At a time when individual membership provides ACBSP multiple points of contact, there is a need for one person to serve as CHAMPION to be the principal point

of contact for specific messages from ACBSP or others authorized by ACBSP to make contact with the institution. The Member Enrollment Form describes this role as follows:

CHAMPION: This person “champions” the value of ACBSP and accreditation to other parties on campus. This may be someone who is in one of the other categories and typically will be the same as the BUSINESS member. Often the CHAMPION may be the only person receiving materials and will be responsible for responding to or distributing information. Examples are the annual invoice for dues, annual updates of membership, and the printed brochures for the ACBSP Annual Conference.

The CHAMPION is designated as the person eligible to vote for the institution unless an alternate is appointed to act in the CHAMPION’S stead. Each educational institution may have designated CO-CHAMPIONS as determined by ACBSP or the institution. In the absence of the CHAMPION, a CO-CHAMPION or another individual associated with the institution may be designated by the presiding officer to cast votes at any regional, annual, or special meeting of the Council on behalf of the institution and upon approval of the qualified body so assembled.

Duties and Responsibilities – CO-CHAMPION

An important role for the CO-CHAMPION is their involvement with succession planning. As a CHAMPION approaches the end of his/her tenure or envisions a different role with the business unit, a CO-CHAMPION can become aware of the activities of ACBSP and the role of CHAMPION by serving as a CO-CHAMPION. The Member Enrollment Form describes the position as follows:

CO-CHAMPION: The CO-CHAMPION position was added in 2007 to provide opportunities for succession planning and more than one leadership position on each campus. Often this is someone who may eventually serve as CHAMPION or attends ACBSP meetings, or has direct responsibility for seeking and maintaining accredited status. This person often receives copies of what is sent to the CHAMPION and can update the institutional profile on www.acbsp.org.

The CO-CHAMPION may play a direct role with ACBSP, such as filing accreditation reports when the CHAMPION does not do this. The designation of CO-CHAMPION may also be used as a development tool to groom faculty members for leadership positions with the business unit.

Training and Support

ACBSP supports CHAMPIONS and CO-CHAMPIONS by providing special ribbons at the Annual Conference and offering training sessions at select regional meetings. An example of a 2013 training presentation at the Southwestern Council of Business Schools and Programs is available for [download](#).


Attending an ACBSP Annual Conference is essential for anyone serving in these roles because this is where new officers are elected and changes in policies are discussed. Attendance is also a pathway to greater involvement in ACBSP. To encourage attendance, ACBSP offers a waiver of fees for twenty CO-CHAMPIONS to attend special training at the ACBSP Annual Conference, which occurs during even-numbered years. This waiver is intended for someone relatively new to the role as CO-CHAMPION, or who may eventually serve in the role of CHAMPION and who could not attend an ACBSP Conference without this support. For additional information on the waiver of fees, access the following links: [Waiver of Fees for CO-CHAMPIONS 2014 Memo](#) and [Waiver of Fees for CO-CHAMPIONS—2014 Application Form](#).

Your Pathway to Involvement

If you would like to increase your involvement with ACBSP and assume a greater leadership role on campus and with ACBSP, contact your current CHAMPION. This information can be made available by contacting info@acbsp.org or by reviewing the profile of your institution on the [ACBSP site](#). If you need to request a login and/or password, go to https://acbsp.site-ym.com/general/pick_username.asp.

Here is a sample of an institutional profile:

- Accreditation >
- Member Institutions List
- For Members >
- Governance and History >
- International Offices >
- Regions >
- Conferences & Seminars >
- Career Center
- Resource Library >
- Make a Donation >
- Award Information >
- Honor Societies >
- Newsroom >
- Staff and Departments



Wall
Bio

Last updated: 1/17/2014
Saint Vincent College
 Educational Institution – Regions: Eastern Council - Region 2

CONTACT INFORMATION

Saint Vincent College 724 537-4554 (Fax)
 Latrobe [Visit Website »](#)
 Pennsylvania
 United States

GENERAL INFORMATION

300 Fraser Purchase Road 724 539-9761 (Phone)
 Latrobe
 Pennsylvania
 15650 United States
[\[Map \]](#)

INDIVIDUAL MEMBERS (13)

Mark Abramovic,
 Thomas Cline, Robert
 DePasquale, Dawn
 Edmiston, Charles
 Fazzi, Jeff Godwin,
 William Hisker, Tom
 Holowaty, Peter
 Hutchinson, Eva
 Kunkel, Robert
 Markley, Gary M.
 Quinlivan, Michael Urick

[View All »](#)

GROUPS

Regions
 Eastern Council - Region
 2

ADDITIONAL INFORMATION

Accreditation Status: Yes
 Honors On Campus: Delta Mu Delta
 Institution Classification: Faith Based
 Institution Type: Bacc/Grad Degree
 Champion: Dr. Gary M. Quinlivan
 Champion Title: Dean of Alex G. McKenna School
 Year Accredited: 1995
 Year Reaffirmed: 2005
 ENACTUS Team: No
 Co-Champion: Dr. Dawn Edmiston
 Co-Champion Title: Associate Professor

If the CHAMPION listed is not the person best suited to be CHAMPION or if you would like to serve in this role, contact the CHAMPION or the head of the business unit and ask them to make this change. You may also contact ACBSP or ask this person to create your pathway to involvement by appointing you as CO-CHAMPION.

ACBSP COMMITTEES

Benefits and Operations

There are numerous benefits to participation in the various ACBSP committees.

- Through your involvement, you are able to network with other ACBSP members from various geographic areas. Committees consist of approximately 12 members from up to 10 different ACBSP regions.
- There is increased value in this networking through committees because members often share a common interest. For instance, most persons serving on the Articulation Committee have either experience in transfer of credit or an interest in how to better achieve transfer of credit.
- You contribute to making policy and procedures for ACBSP that may be eventually adopted and implemented. Your input is representative of your institution and similar schools, giving a great satisfaction of participation in the governance process.
- The need to attend the Annual Conference or regional meetings is increased by your involvement on a committee since all committees meet at the Annual Conference, and the regional representative on a committee is often on the agenda for a report at a regional meeting.
- During your tenure you have the opportunity to step into the role of committee chair. Such an opportunity provides leadership experience in conducting committee business, a valued skill for your professional and personal development.
- As chair, you qualify for another pathway to ACBSP involvement — serving as a member of the ACBSP Board of Directors.
- Committee participation can be listed on your résumé, strengthening consideration for tenure and promotion on your campus.

Committees function through the [Committee Policies and Procedures](#) adopted by the ACBSP Board of Directors. There are 14 committees divided into two categories: Member Services, and Awards and Governance. The Member Services Committees are more external than internal, supporting areas where ACBSP delivers member services. The Awards and Governance Committees are more internally focused. A small number of these are committees of the Board of Directors or narrowly defined in terms of their membership and are not a focus of this Kit. These particular committees are briefly outlined at the end of this section.

None of these committees has a direct focus on accreditation. Appointment to any committee that is accreditation-focused would be by the Board of Commissioners.

Committee Structure

Committees are typically comprised of 8 to 15 members. Each member is appointed to represent the ACBSP region where the business school is located. Members are typically appointed to a three-year term, beginning on July 1 and ending on June 30, consistent with the

ACBSP membership year. A committee member may continue to serve an expired term until a successor is appointed.

No individual serves more than two consecutive terms to allow others from the region to participate on the committee. Exceptions are made for individuals in the position of chairperson or vice-chairperson solely for the purpose of completing their leadership term.

In appointing individuals, an effort is made to include persons from each ACBSP geographic region, along with representatives from Baccalaureate and Associate degree institutions. Since appointment based on these criteria is for a three-year term, it is not always possible to be appointed at the time you first develop an interest in serving.

Your Pathway to Involvement

After reviewing the descriptions of each committee and developing an interest in one or more committees, review the rosters for all [Member Services Committees](#) or all [Awards and Governance Committees](#). If you do not know the region in which your business school is located, you can view this information on the [Regions Home Page](#).

By knowing this information, you can determine which individuals from your region are serving on a committee, when their term expires, their business school, and their location. For example, a person serving on the Articulation Committee from Region 1 whose term expires in 2015 might indicate an upcoming vacancy in this position. Most appointments are confirmed six or more months prior to the term of service, and this can occur in a number of ways.

- Vacancies are announced at each of the fall regional meetings. Attending regional meetings alerts you to upcoming vacancies.
- The president of the region is the person responsible for this process. You can find the contact information for the president of your region on the [home page for the regions](#).
- If you know the person from your region that serves on the committee of interest, contact that person to ask about future opportunities to serve.
- Contact the ACBSP office and ask to speak to the staff liaison whose contact information can be found on the roster.

Member Services Committees

A complete list of members for each of the Member Services Committees can be accessed on the ACBSP Web site dedicated to [Member Services Committees](#). Below we have provided the purpose (as stated in the Committee Policies and Procedures) and history of each committee, an overview of committee projects and resources, as well as insights regarding how you can become involved with the committee. Most committees have a presence on the ACBSP Web site, which is noted if available.

The profiles in this section and the next section on Awards and Governance were prepared with the cooperation of each committee and the ACBSP staff liaison for each committee. We are grateful for their participation in preparing these profiles.

Articulation Committee

Purpose of the Committee

The Articulation Committee continuously reviews and analyzes articulation models, taking into consideration state constraints, in order to develop articulation guidelines that will facilitate transfer of business credits and programs for the benefit of business students.

History of the Committee

Andrew Stevenson was a visionary leader who opened discussion on articulation issues within ACBSP long before the populist movement encouraged the U.S. Congress to enact HR 4283, College Access and Opportunity Act of 2004. As a member of the ACBSP accreditation staff working directly with associate degree institutions, Stevenson was well aware of the difficulty faced by students matriculating from associate degree schools into baccalaureate programs. His white papers prompted discussion resulting in action toward a seamless transfer more than two decades ago. The Articulation Committee was suggested as a committee at the initial meeting of the ACBSP Board of Directors in May 1989.

In 2010, ACBSP created [Managing Articulation Issues](#), a resource kit designed to assist members in navigating the constantly changing landscape of portability of credit toward degree completion. [Transfer of Credit Guidelines](#) was created by the Articulation Committee which consisted of both Associate and Baccalaureate program representatives. It was approved in November 2012 to promote more seamless transfer practices among ACBSP members. *Standard and Criteria Six* has recently been revised to include information on transfer practices for both associate and baccalaureate programs.

Committee Projects

A few of the projects the Articulation Committee has completed are:

- Designing a resource kit, *Managing Articulation Issues*, to assist members in navigating the continually changing portability of credit and degree completion.
- This kit provides resources to assist the reader in:
 - understanding the issues of credit portability and transfer,
 - examining best practices,
 - receiving sample articulation agreements, and
 - crafting strategies that further lifelong learning by reducing barriers in the sectors of two- to four-year study, baccalaureate to graduate degree study, and international study to graduate school.
- Creating the *Transfer of Credit Guidelines* for both associate and baccalaureate programs to encourage more seamless transfer practices among ACBSP members.
- Revising *Standard and Criteria Six* to include information on transfer practices.

Moving forward, projects include the examination of present and future issues focused on transfer of credit from MOOC courses, competency-based learning credit transfer, and credit

transfer from college credits earned in high school business education courses. The Committee is planning a dedicated page on the ACBSP Web site.

Your Pathway to Involvement

This Committee welcomes members who are committed to taking a proactive role in seeking out opportunities to create solutions, solve problems, and improve processes related to articulation. It is also helpful if the member has an understanding or interest in matters pertaining to articulation and a willingness to participate in periodic conference calls.

Business/Industry Relations Committee

Purpose of the Committee

The Business/Industry Relations Committee studies changes and trends in business practices and makes recommendations to member institutions concerning the improvement of the business curriculum and to the Council regarding standards appropriate to ensuring improvement in business education. The Committee also promotes ACBSP as a major source of expertise in business education to its member institutions, assists member institutions in establishing advisory boards or councils, and acts as a clearinghouse for business and government internships for students and faculty of ACBSP member institutions.

History of the Committee

The Business and Industry Relations Committee was first mentioned in 1992 by the Board of Directors as one of five operating committees. Its initial project was the creation of a National Business Education Advisory Board. The Committee was also tasked with the responsibility of making recommendations to the Board of Directors for the annual Business Leader Hall of Fame inductee.

The Committee's focus remained on developing relationships with business and industry, including SIFE, internships, and business partners for ACBSP. In 2003, the Committee worked to raise funds from businesses to assist with ACBSP debt and provide a revenue source beyond memberships. In 2005, the Committee transitioned away from this fund-raising and began identifying what industry wants from students and developing an industry interchange.

Committee Projects

Notable projects of the Business/Industry Relations Committee have included:

- a Closing Session panel at the 2007 Conference in Orlando featuring businesses and business schools and how they connected,
- an Ethics Panel at the 2010 Annual Conference in Los Angeles,
- supporting job boards established by honor societies,
- conducting a survey of businesses to determine what they were seeking when hiring business students (this was proposed in 2004 but never acted upon),

- discussion of the creation of a Business Advisory Board for ACBSP on several occasions during the history of the Committee. However, such a Board has not yet been established.

The Committee also plans the Business Advisory Council track for the Annual Conference and selects a keynote speaker. The Committee will be developing a Business Advisory Council Resource Kit for member institutions as well as developing and distributing a [Skills Gap Survey](#) for use in understanding how students can meet the skills needs of industry.

There are plans to renew discussions regarding the development of the Business Advisory Council for ACBSP to begin in 2015.

Your Pathway to Involvement

The Committee welcomes members from all regions who are interested in investigating, developing, and promoting relationships between industry and academic business programs. Committee members are expected to participate in regularly scheduled conference calls.

Digital Media Communications Committee

Purpose of the Committee

The Digital Media Communications Committee recommends policies and actions leading to a digital presence for ACBSP through its Web site and social media activity. This includes any new media offered by ACBSP or ACBSP members.

History of the Committee

The Digital Media Communications Committee was initially known as the *New Media Committee* in 2011, when members of the Marketing Committee began to see a growing need for ACBSP to develop a strong social media presence and create a new committee to lead that effort. ACBSP was also in the early stages of developing a new Web site at that time and needed input from members with experience in this area to make sure the new site was easy to navigate and featured relevant content for current and prospective members, students, the business community, and the media.

With approval from the Board of Directors, a meeting was held during the 2011 ACBSP Annual Conference for members who might be interested in serving on this new committee. Scott Freehafer (The University of Findlay) had presented a session during the 2010 Annual Conference on faculty social media engagement, specifically utilizing LinkedIn. He agreed to chair the New Media Committee. John Camey (Cameron University), Doug Gilbert (University of the Rockies), and other ACBSP members who were early users of Facebook, LinkedIn, and Twitter also agreed to serve.

The Committee played an important role in planning landing pages and navigation for the ACBSP Web site, which launched in August 2013. They also created the Resource Library

which houses ACBSP publications, scholarly journals, a video collection, podcasts, and Best of Regions presentations.

In 2013, the Committee decided that the name “New Media” no longer represented their work, since digital technologies were no longer “new.” The Board of Directors approved a name change to Digital Media Communications Committee. In December 2013, a new staff position, Digital Content Specialist, was added to further develop ACBSP social media, Web, and digital strategies.

Committee Projects

The [ACBSP website](#) is an ongoing project for the Committee, as members review the site and suggest enhancements. A Twitter handle [@ACBSPaccredited](#) has been launched. The #ACBSPTurns25 campaign began in January 2014 and will run through the 2014 ACBSP Annual Conference in Chicago. Members are encouraged to tweet their congratulations, a memory, or photo. Event Twitter feeds are also planned for the Conference #ACBSPinChicago and upcoming regional meetings.

This Committee will take an active role moving forward as part of ACBSP’s Twitter Team and will be active influencers on all ACBSP social media channels, including [Facebook](#) and [LinkedIn](#). Committee members have been asked to consider starting a blog, in an effort to establish ACBSP members as thought leaders in their area of expertise. Social media strategies and enhancements to the Web site will have a direct impact on building awareness of the ACBSP brand. The ACBSP Marketing and Communications staff have started measuring traffic to the Web site through Google Analytics and will also measure engagement on Facebook, LinkedIn, and Twitter and evaluate results to further strengthen ACBSP marketing efforts.

Your Pathway to Involvement

The Committee welcomes members who are engaged in social media and willing to help shape social content strategies for ACBSP. Members are encouraged to take an active role in posting to ACBSP social media sites and recommending that colleagues connect with ACBSP. Members must be willing to participate in regularly scheduled conference calls throughout the year.

Global Business Education Committee

Purpose of the Committee

The Global Business Education (GBE) Committee advises the Board on the advancement of the global purposes of ACBSP and its member institutions. This includes, but is not limited to, developing a database for use by the membership, designing and communicating opportunities for member institutions in global activities, promoting ACBSP to global constituencies, and providing information and exchange opportunities at the Annual Conference.

History of the Committee

Over the years, the role of GBE has changed, more in form than substance. Its earlier years emphasized travel abroad information for students and faculty. GBE sought “best practices” from those who had experiences taking students abroad. It provided contact information for faculty who planned study abroad, including information of experienced U.S. faculty and foreign collegiate contacts. A 2007 survey of ACBSP members showed their interest in travel overseas, international studies, and trip funding and coordination. Many member schools did not have much experience with international students or with student exchange programs. Frequently, international prospects for students were reserved for large research institutions with ample student numbers and financial commitments to support these programmatic efforts. Student and faculty exchanges did not occur in smaller colleges and community colleges. ACBSP, through the GBE, sought to fill this void, and has done so successfully.

In 2009, the ACBSP Conference theme was “Celebrating Global Diversity.” ACBSP established strategic objectives with two components: (1) strategic alliances and partnerships, and (2) expanding membership to Canada and other countries. GBE joined the Marketing Committee and the Executive Director as the parties responsible for these strategic initiatives. The first objective called for “exploratory activities into regions not currently a part of other plans, such as India, Africa and Brazil.” GBE sought presentations for the Conference that would discuss innovative ways for business education to be presented inside and outside of the classroom that would prepare students for conducting global business activities. This changed the focus and responsibilities of the GBE Committee.

Committee Projects

GBE reaches out to colleges and universities overseas to further collaborative education, research, and business practices. GBE continues to deliver Global Business Forums via Information Exchange. It coordinates conference calls with members of the Committee from as disparate areas as India, Europe, the Middle East, and other regions of the world. It reviews presentations for the Annual Conference for the Global Business Education track. Often these presentations bring together faculty and students from one part of the world to collaborate with others in a different part of the world to offer unique areas of specialty. GBE also seeks ways to provide consulting research to domestic businesses operating in other countries. Finally, it advances the exchange of ideas and information exchange with faculty in all corners of the world.

Your Pathway to Involvement

Membership in GBE is by regional representation. Interested faculty who wish to join the Committee would do so by volunteering at the regional meetings when the term of a current representative expires. Any faculty member who is interested in global education or in student exposure to the global environment is welcome. Even if a faculty member does not represent a region, he/she is still welcome to attend the GBE meetings during the ACBSP Annual Conference.

Member Relations Committee

Purpose of the Committee

The Member Relations Committee assesses the needs of member institutions; develops proposals for member services and benefits in response to those needs; focuses on issues which impact retention of member institutions; promotes active involvement by current members; and evaluates, on an ongoing basis, the member services provided.

History of the Committee

The first meeting of the Board of Directors on May 12, 1988, suggested the formation of a Member Services Committee. In January 1991, it was reported that Committee had projects underway to include plans of forming regional councils and focusing on outcomes assessment services and workshops.

Surveys have a long history with this Committee with surveys in the early years being conducted at the Annual Conference. Proposed initiatives over the years included creating a Student Investment Society, securing funding for the Teaching Excellence Award, and urging each region to create member service committees. In 1998, the Committee proposed the development of a scholarly journal to be published by a member school. From 2004-2006, advising on the creation of a Web site for ACBSP became the priority of the Committee.

In 2009, the name of the Committee was changed to Member Relations Committee, since a large group of committees were now being referred to as the “Member Services Committees.”

Committee Projects

The Member Relations Committee is primarily responsible for ensuring that the needs of ACBSP members are met. To fulfill that purpose, the Committee conducts two surveys on a rotating basis.

The Salary Survey is generally administered during the fall of odd-numbered years. The survey results supply data to ACBSP members about business faculty and administrative salaries to provide comparison data with similar institutions. The [results of the salary survey](#) are available to all ACBSP members.

The Member Services Survey is administered in the fall of even-numbered years. The focus of this survey is to examine the benefit of ACBSP membership to our members with the goal of making ACBSP membership useful to individual members at ACBSP member campuses. Results of previous surveys have led to changes to the Web site and have generated resources such as this Pathways to Involvement Kit. Other projects undertaken by the Committee include finding ways to document the value of being accredited and reviewing the results of surveys taken following the Annual Conference.

Your Pathway to Involvement

The Committee welcomes members who are interested in improving the experience of individual members at member campuses. The Committee aims to create a community of professional educators who use the resources provided by ACBSP to improve their teaching, research, and institutional resources. The Committee typically has three to five conference calls during the year. The calls are arranged in advance at a time convenient for all participants. A meeting is also held at the ACBSP Annual Conference. Member tasks usually involve support for the survey activities.

Committee work revolves around generation of the surveys, interpretation of the results, and dissemination of the results to pertinent committees and ACBSP membership. It is also in the purview of the Committee to ensure that committees act on results shared. Action plans are generally developed and shared with other committees as appropriate.

Scholar – Practitioner Publications Committee

Purpose of the Committee

The purposes of the Scholar – Practitioner Publications Committee are: to (a) create and publish Calls for Editors, Calls for Peer Reviewers, and Calls for Papers for ACBSP scholarly publications; (b) select editors and members of the Editorial Review Board; (c) select papers and supervise the review process of those papers for ACBSP scholarly publications, to include communications to and from peer reviewers and authors whose identities will remain confidential from each other to protect the juried process; (d) obtain and assign the appropriate ISSN/ISBN codes for ACBSP publications; (e) supervise the timely editing and production of scholarly publications approved by the ACBSP Board of Directors; (f) serve as the Editorial Policy Board for scholarly journals; and (g) make recommendations for future publishing opportunities to the ACBSP Board of Directors.

Applicants for membership on the Scholar-Practitioner Publications Committee may be asked to provide evidence of active, continuous scholarly activity for the last five years.

Awards and Governance Committees

In general, the committees on Bylaws, Marketing, and Strategic Planning have appointments for three-year terms from the general membership upon recommendation by the region.

Bylaws Committee

The Bylaws Committee continuously reviews the bylaws and makes recommendations as deemed appropriate; receives and reviews proposed bylaw changes or amendments from the membership, commissioners, and/or directors; and makes recommendations as deemed appropriate.

Committee Projects

The Bylaws Committee, under the capable direction of Mickey Metcalf, recently completed a multi-year comprehensive review of the National Bylaws. This included clarification of the rules for regionally elected officers and clearing up inconsistent language. These changes were approved by the ACBSP membership at the annual business meeting in 2013.

The Bylaws Committee has several projects scheduled: encouraging each region to evaluate their Bylaws for compliance with the National Bylaws; revising certain sections that could be written in clearer and more modern language; and adding annotations to explain or clarify complex sections.

Your Pathway to Involvement

The Committee welcomes members from all regions who can write in clear prose and are interested in the internal legal rules that govern the organization. Although it is helpful to have a legal background (several attorneys have served on the Committee), legal experience is not required. We try to avoid language that is overly complex. Members may be asked to participate in sub-committees that meet during scheduled conference calls throughout the year.

Marketing Committee

Purpose of the Committee

The Marketing Committee develops and implements strategies to promote the values of membership to various target segments, including not only educational institutions but also the community at large for the purposes of recruiting new members, retaining existing members, and building awareness. This Committee works cooperatively with the Regional Councils and other ACBSP committees to achieve these objectives.

History of the Committee

The Marketing Committee originated in 2001 at the recommendation of Donna Duffey, ACBSP president at the time. Initially, the Committee focused on strategies to promote attendance at the ACBSP Annual Conference and Fall Regional Meetings — both to existing and prospective members — and to assist in the recruitment and retention of members.

In 2009, with John Lewington as chairperson, the Marketing Committee began to take a more active role in developing tools to help ACBSP and its members communicate the value of ACBSP accreditation. At the request of the Board of Directors, the Marketing Committee launched a rebranding effort. David Ho, ACBSP president from 2007-08, voiced a growing concern that ACBSP had changed since its inception in 1988 and that neither the name nor the logo reflected the global presence of ACBSP. The result, after recommendations by the Marketing Committee and the Board of Directors, was to retain the acronym ACBSP, but to change the name from *Association of Collegiate Business Schools and Programs* to *Accreditation Council for Business Schools and Programs*. After more than a year of research

and planning, the Board of Directors presented the proposed name change (as it required a change in the Bylaws), a new logo, and tagline to the membership for approval at a business meeting held during the 2010 ACBSP Annual Conference in Los Angeles. The membership unanimously approved these recommendations.

Committee Projects

In 2011, ACBSP contracted with Envy Communications to conduct a media audit, a communications audit, and to present strategies for enhancing brand awareness. The Marketing Committee and ACBSP Marketing and Communications staff continue to develop strategies based on the findings of this audit and have conducted sessions at the Annual Conference encouraging members to promote their accredited status and share the benefits of accreditation through campus and local media outlets. Additionally, the Committee has supported the development of a *Discover ACBSP* marketing brochure and [Promoting Your Accredited Status](#) brochures. In 2014, ACBSP hired a new staff member to develop marketing strategies to retain and recruit associate degree members.

The Committee plans to examine and track trends in business education. This is an action item from the Strategic Plan that will involve surveying members to determine trends they are witnessing, such as the impact of MOOCs.

Your Pathway to Involvement

The Committee welcomes members with marketing expertise or interest who are willing to take an active role in developing strategies, sharing ideas, and leading efforts in the ongoing work of creating a broader awareness and deeper understanding of ACBSP accreditation. Members must be willing to participate in regularly scheduled conference calls throughout the year.

Strategic Planning Committee

Purpose of the Committee

The Strategic Planning Committee exists for the purpose of identifying future trends in Higher Education and the design of plans (strategies) to achieve the goals and objectives approved by the ACBSP Board of Directors. Its membership represents all regions of ACBSP. The Committee will also ensure ACBSP has a strategic plan that provides guidance in fulfilling its mission by formally articulating specific goals and describing the action steps and resources needed to accomplish them. Finally, the Committee will help the Board of Directors identify critical strategic issues facing the organization and assist in analysis of alternative strategic options.

History of the Committee

The Board of Directors authorized the appointment and funding of a Strategic Planning Taskforce (Ad Hoc Committee) in early 2004. Under the leadership of George Oliver,

ACBSP's Strategic Planning Committee was established to provide strategic planning in order to assist the Council in establishing priorities and to better serve the needs of the membership. Over the years the Committee has evolved from rendering annual operational plans to developing a three-to-five-year strategic plan. This committee led the initiative to revise ACBSP's vision, mission, and principles in 2009. The Statement of Vision and Mission includes the Mission Statement, Vision Statement, Guiding Principles (which incorporate the key values/attributes developed by the regions), two Goals, and eleven Strategic Objectives.

A Governing Document includes all the contents of the Statement of Vision and Mission and the Tactics that implement the Strategic Objectives. These documents were approved by the Board of Directors and Board of Commissioners and will be distributed to all ACBSP member institutions and the general public as a statement of the future of ACBSP.

Committee Projects

Below are a few of the key tasks of the Committee. A complete list of the tasks can be found in the Strategic Planning Handbook.

1. Annually review the Council's current cycle of strategic planning (strategic plan and operating plan) to assess currency of overall plan and progress made in achieving goals, initiatives, and activities.
2. Make appropriate recommendations for strategic plan refinement based on past performance and continued relevancy of state goals and objectives.
3. Monitor and review the implementation of the strategic and operational plans.
4. Review the strategic planning process and make recommendations for continuous improvement.
5. Communicate on a regular basis with the Council's members about the strategic plan and the ongoing progress made in achieving the goals and objectives.

Your Pathway to Involvement

The Strategic Planning Committee includes representatives from each ACBSP Region. Unlike most other committees, members tend to have previous experience with ACBSP as regional officers, or have served on one of the governing boards. There is a mandate that the Committee membership include a Past-president of ACBSP. Also, unlike other committees, there are two in-person meetings of the Committee; a three-day meeting in Kansas City in September with expenses paid by ACBSP, and another half-day meeting prior to the beginning of the Annual Conference. Members must also participate in two conference calls per year. Knowledge of and interest in effective strategic planning are highly regarded qualities in a potential appointee.

Board-Appointed Committees

The following committees are appointed by the Board of Directors or bylaws and typically constitute a one-year term. There is limited opportunity for appointment as many are committees of the Board or persons appointed with specific criteria. If you are interested in serving on one of these committees in the future, contact ACBSP Executive Director Doug Viehland at dviehland@acbsp.org.

Annual Conference Committee

This Committee selects and announces the Conference theme each year; sets the format (i.e., presentation of papers, speakers) of said Conference and works with the headquarters staff in the implementation of determined format; and makes suggestions for future Conference sites.

Audit Committee

This Committee assists the Board of Directors in fulfilling its oversight responsibilities with respect to the audit of the organization's books and records and the system of internal controls that the organization has established.

Personnel Committee

This Committee reviews the personnel needs of ACBSP and recommends performance related salary increases for the staff to the Board of Directors.

President's Advisory Committee

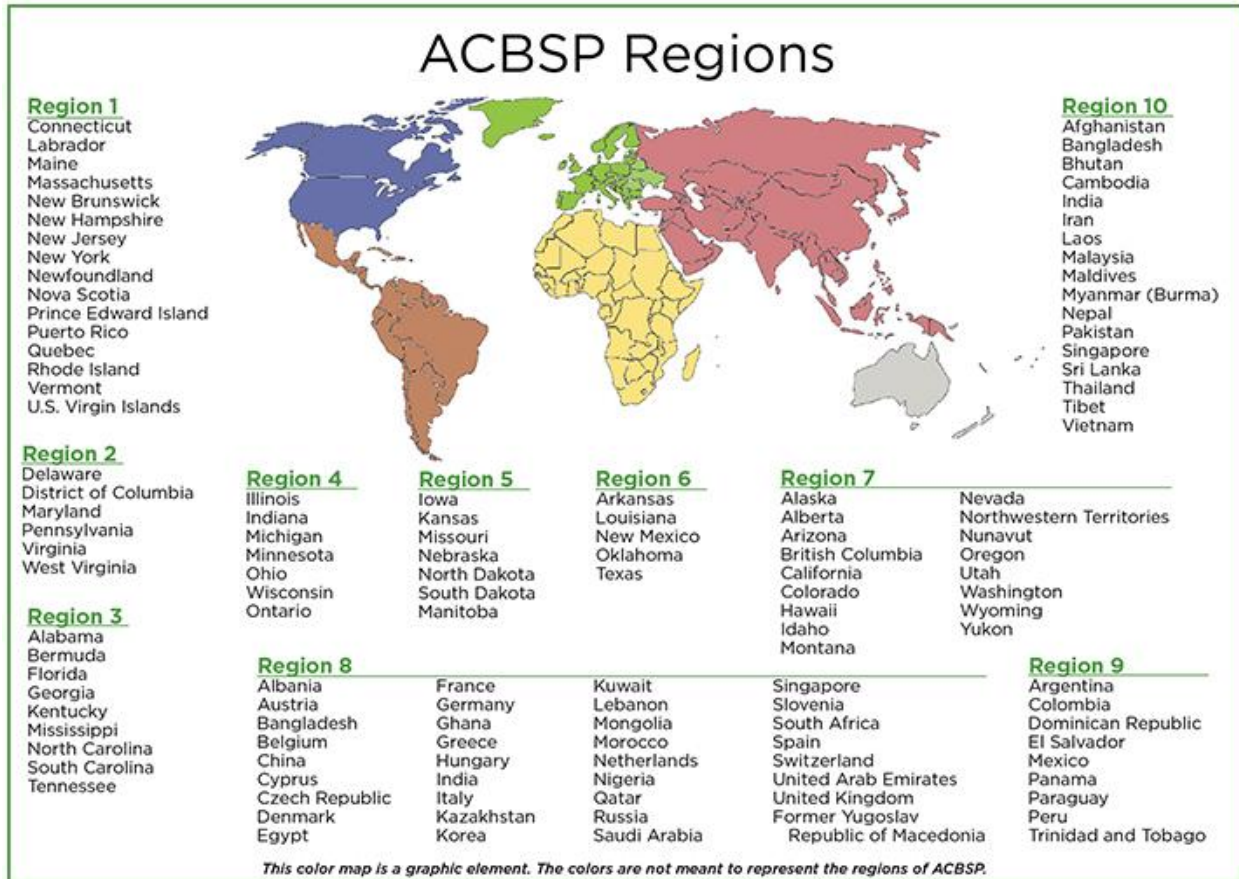
This Committee assists the ACBSP staff, board, and leadership in their efforts to best serve the interests of ACBSP as conducted by previous past presidents.

Teaching Excellence Award Committee

This Committee reviews the guidelines, procedures, promotion, and selection of the recipients of the regional Teaching Excellence Awards and the recipients of the international Teaching Excellence Awards.

ACBSP REGIONAL COUNCILS

Ten regional councils have been established to promote the goals and objectives of the national Council at the local level. The regions are divided as follows:



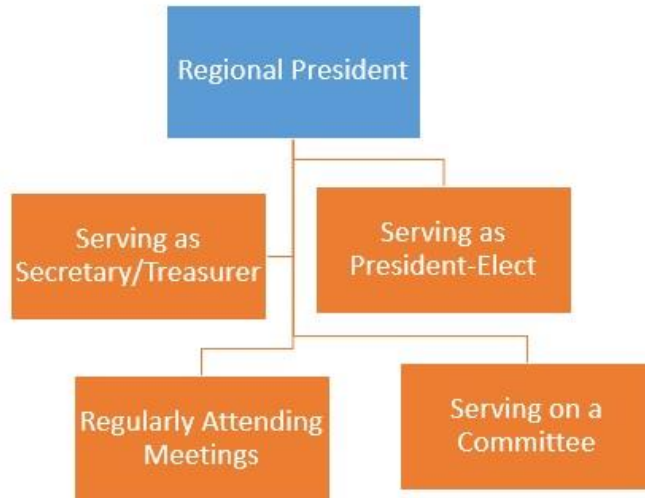
Regional Officers

Every Region has a minimum of three to four officers serving one to two year terms. The officers consist of President, President-Elect, Secretary and Treasurer. In all but three Regions, officers will most likely serve one year terms. In Regions 1, 9 and 10 officers serve two year terms. More information about specific duties for each officer can be found in the Regional Council Handbook [HERE](#).

ACBSP Assistance

ACBSP provides assistance to each Region in various ways. For example, each year every Region will host a Regional Conference. ACBSP offers assistance with online registration, promoting the conference, and offers advice on hotel and location negotiations. More information about what ACBSP is committed to doing to assist the Regions can be found [HERE](#) in the Regional Council Handbook.

Your Pathway to Involvement



Here are some of the Pathways you can take to become a Regional President.

While most Regions utilize a one-year term, Regions 9 and 10 are on a two-year term system. For more information about the Regions, please see pages 23-30 of the Pathways to Involvement Kit.

Region 1 – Northeastern Council of Business Schools and Programs

Region 1 includes Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, the U.S. Virgin Islands, and the Canadian Provinces of Newfoundland and Labrador, Prince Edward Island, Nova Scotia, New Brunswick, and Quebec.

For more information regarding the Pathway to Involvement for Region 1, contact the officers listed on the Region's Web site found below.

More information on Region 1, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%201>.

Region 2 – Eastern Council of Business Schools and Programs

Region 2 includes Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia.

The Region 2 Annual Conference is held on Friday and Saturday of the first or second weekend in November. Friday evening includes networking, dinner, and a talk by a guest speaker. Saturday morning begins with breakfast and regional committee

meetings, followed by a Region 2 business meeting, during which there is an approval of minutes from the June meeting, reports from the treasurer and national Committee representatives, nominations and elections for regional leadership, a discussion of new business, and announcements of regional interest. The business meeting is followed by an update from ACBSP headquarters and a coffee break, after which concurrent sessions based on the Conference theme begin. We adjourn with lunch and attendance prizes.

Leadership in Region 2 consists of a three-year commitment of service as Secretary, followed by President-Elect, then President. For continuity purposes, the Treasurer holds office for multiple years. Nominations for leadership positions are taken at the Region 2 Meeting during the ACBSP Annual Conference in June, with an election occurring at the Region 2 Annual Conference in November. Nominations are also taken from the floor at the November meeting. Any individuals interested in regional leadership positions should express their interest to current leadership or be nominated during the Conferences.

Further details on Region 2, including a listing of current leadership and upcoming events in the region, are available at: <http://www.acbsp.org/group/region%202>.

Region 3 – Southeastern Council of Business Schools and Programs

Region 3 includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and the British Overseas Territory of Bermuda.

The Region 3 Annual Conference (typically held in September) is the premier opportunity for engagement. Members and guests unite for fellowship, scholarship, and dialogue. Conference highlights include concurrent sessions developed to explore ACBSP's annual theme, engagement sessions (or round tables) to facilitate informal address of concerns (e.g., preparing for the site visit and preparing the self-study), and the Regional business meeting.

The most direct pathway to leadership is volunteerism. Opportunities abound for service at the Regional and National levels. If you would like to be involved, please let one of the Region's officers know. Because most committee appointments are made by the Regional President, he/she should be your first point of contact. Those who are "at work" in the region are excellent resources. Get to know them. Most welcome the opportunity to dialogue and mentor you as you explore opportunities for service to ACBSP.

Becoming an officer is the most formal pathway to leadership. Election of the Regional Secretary occurs at the Region's Annual Conference. The Secretary shall succeed to President-elect, and the President-elect shall succeed to President on July 1 of each year. Every attempt is made to ensure rotation of officers between the associate and baccalaureate/graduate institutions. After soliciting nominations from the membership, the Nominating Committee proposes candidates to be placed in nomination. Candidates

may also be nominated from the floor at the annual fall meeting, and self-nominations are welcomed.

Submission/presentation of concurrent sessions, volunteering as a session facilitator, and participation in evaluator training all serve to introduce you to the ACBSP family. These networks ultimately become additional pathways to leadership.

Diligence, determination, and persistence are essential in your pursuit of leadership opportunities. It may require years of engagement to achieve your goal. However, each opportunity for engagement is an investment in your personal knowledge, skills, and abilities – an investment that will benefit both you and your institution.

More information on Region 3, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%203>.

Region 4 – Great Lakes Council of Business Schools and Programs

Region 4 includes Illinois, Indiana, Minnesota, Michigan, Ohio, Wisconsin, and the Canadian Province of Ontario.

The Region 4 Annual Conference begins with registration on the designated Thursday afternoon (typically in October), followed by fellowship during the opening session with a dinner keynote speaker. On Friday, registration opens early in the morning, with breakfast at the Conference venue. The agenda begins with the national ACBSP update and continues with the Region 4 business meeting, during which officer elections are held. After the business meeting, three sessions of Conference presentations are scheduled. A closing session may be included in the agenda. The Region 4 Conference ends by 3:00 p.m. on Friday.

If you are interested in becoming involved with Region 4, the pathway to leadership is as follows:

1. The election of officers shall occur at the Regional Council's annual fall meeting. The Secretary shall succeed to President-elect, and the President-elect shall succeed to President on July 1 of each year. Rotation of officers between the Associate Degree Commission and Baccalaureate/Graduate Commission should be maintained.
2. After soliciting nominations for all positions from the membership, the Nominating Committee shall propose a slate of officers to be placed in nomination at the annual fall meeting of the Regional Council. Candidates for each office shall be presented by the Nominating Committee or may be nominated from the floor at the annual fall meeting.
3. Additionally, members are involved in regional committees. Each committee shall be composed of three to nine members who shall be appointed by the President and will serve for a period of three years. Every effort will be made to

maintain a balance of members representing Associate and Baccalaureate/Graduate institutions.

Further details on Region 4, including a listing of current leadership and upcoming events in the region, are available at: <http://www.acbsp.org/group/region%204>.

Region 5 – Midwestern Council of Business Schools and Programs

Region 5 includes Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, and the Canadian Province of Manitoba.

The Region 5 Annual Conference begins with registration on the designated Thursday (typically in late September or early October), followed by the opening sessions and a keynote speaker. A tour of a local business usually occurs before dinner. On the next day, registration opens early in the morning prior to the Region's business meeting. The agenda begins with the national ACBSP update and continues with the Region 5 business meeting, during which officer elections are held. We adjourn with lunch and attendance prizes.

If you are interested in becoming involved with Region 5, the pathway to leadership is as follows:

1. The election of officers shall occur at the Regional Council's annual fall meeting. The officers are President, President-elect, Secretary, and Treasurer. The President-elect shall succeed to President on July 1 of each year.
2. Rotation of officers between the Associate Degree Commission and Baccalaureate/Graduate Commission should be maintained. Nominations are taken from the floor at the fall meeting.
3. Any individuals interested in regional leadership positions should express their interest to current leadership or be nominated during the Conferences.

Further details on Region 5, including a listing of current leadership and upcoming events in the region, are available at: <http://www.acbsp.org/group/region%205>.

Region 6 – Southwestern Council of Business Schools and Programs

Region 6 includes Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

The Region 6 Annual Conference begins with registration on the designated Wednesday evening (typically in November), followed by a welcome reception of heavy hors d'oeuvres where attendees network and socialize with colleagues. On Thursday, registration continues early in the morning at the Conference location. The agenda begins with sessions of Conference presentations based on the Conference theme. During lunch, attendees have time to network and hear from a keynote speaker. Following lunch is the national ACBSP update and the Region 6 business meeting. During the business meeting, minutes from the June meeting are approved; reports are given by the Treasurer, Regional committee, and national committee representatives;

nominations and elections for regional leadership occur; new business is discussed; and announcements of regional interest are made. The business meeting is followed by a snack break, after which sessions continue. Thursday night all are invited to attend dinner and entertainment at a local establishment to immerse themselves in the local culture. Friday morning begins with regional committee meetings. The closing session occurs on Friday with sessions of Conference presentations, the announcement of the Best of Region winner, and exciting attendance prizes! The Region 6 Conference adjourns by noon on Friday, and attendees are provided with a box lunch for the road.

If you are interested in becoming involved with Region 6, the pathway to leadership is as follows:

1. The election of officers shall occur at the Regional Council's annual fall meeting. Leadership in Region 6 involves a three-year commitment. The Secretary shall succeed to President-elect, and the President-elect shall succeed to President on July 1 of each year. Rotation of officers between the Associate Degree Commission and Baccalaureate/Graduate Commission should be maintained. For continuity purposes, the Treasurer holds office for multiple years.
2. After soliciting nominations for all positions from the membership the Nominating Committee shall propose a slate of officers to be placed in nomination at the annual fall meeting of the Regional Council. Candidates for each office shall be presented by the nominating committee or may be nominated from the floor at the annual fall meeting. Any individuals interested in regional leadership positions should express their interest to current leadership or be nominated during the Conferences.
3. Additionally, members are involved in regional committees. Each committee shall be composed of three to five members who shall be appointed by the President and will serve for a period of three years. Every effort will be made to maintain a balance of members representing Associate and Baccalaureate/Graduate institutions.

Further details on Region 6, including a listing of current leadership and upcoming events in the region, are available at: <http://www.acbsp.org/group/region%206>.

Region 7 – Western Council of Business Schools and Programs

Region 7 includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming, and the Canadian Provinces of Saskatchewan, Alberta, British Columbia, and the Canadian Territories of Yukon Territory, Nunavut Territory, and the Northwestern Territories.

The Region 7 Annual Conference begins with a networking dinner on the designated Wednesday evening (typically in late October or early November). Registration opens on Thursday morning with the Conference being called to order around 9:00 a.m. The Conference agenda includes a national ACBSP update, Best of Regions presentations, a luncheon with keynote speaker, an evening dinner event, and a Region 7 Business Meeting. Multiple breaks are built into a full agenda to allow participants to network

and visit vendor displays. The Region 7 Conference normally ends by 1:00 p.m. on Friday.

If you are interested in becoming involved with Region 7, the pathway to leadership is as follows:

1. The election of officers shall occur at the Regional Council's annual fall meeting. The Secretary shall succeed to President-elect and the President-elect shall succeed to President on July 1 of each year. Rotation of officers between the Associate Degree Commission and Baccalaureate/Graduate Commission should be maintained.
2. The Nominating Committee shall propose a slate of officers of the Regional Council to be placed in nomination at the annual fall meeting of the Regional Council after soliciting nominations for all positions from the membership. Candidates for each office shall be presented by the Nominating Committee or may be nominated from the floor at the annual fall meeting.
3. Additionally, members are involved in regional committees. Each committee shall be composed of two to five members who shall be appointed by the President and shall serve for a period of one year. Every effort will be made to maintain a balance of members representing Associate and Baccalaureate/Graduate institutions.

More information on Region 7, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%207>.

Region 8 – International Council of Business Schools and Programs

Region 8 includes member institutions located outside the United States not otherwise designated to another region.

The Region 8 Annual Conference is held in conjunction with the International Conference on the last weekend in November coinciding with the Thanksgiving holiday in the United States. We also have a brief meeting at the ACBSP Annual Conference each year.

The location of the 2014 Region 8 Annual Meeting rotates and will be in Athens, and then in Barcelona in 2015. It is held in conjunction with the ACBSP International Conference. During the International Conference on Thursday there is a welcome reception. On Friday and Saturday the Conference includes guest speakers, Conference presentations, and our regional meeting on Saturday. On Saturday evening we have a gala dinner when awards are presented for a Region 8 Champion, the best paper submitted for the proceedings and the best presentation at the Conference.

Our Region 8 business meeting follows a traditional format of reports of regional activities during the year together with an update of ACBSP activities, usually by a staff member from ACBSP headquarters, during the November meeting. Future leadership for the Region is determined by members present. Our President-elect Designate is

elected in November of each year for a three-year commitment. The President-elect Designate will become President-elect on July 1 of the following year. This provides for strong continuity in Region 8. The offices of Secretary and Treasurer will also be elected at this meeting. They will also take up their roles on July 1 of the next year following their election.

Since 2009, Region 8 has published annually a separate proceeding that includes peer-reviewed scholarly papers and presentations from the International Conference. The publication is a major activity unique to Region 8, and a pathway for members to be involved through serving as Managing Editor or as a reviewer for the proceedings.

More information on Region 8, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%208>.

Region 9 – Latin American Council of Business Schools and Programs

Region 9 includes member institutions located in any portion of Mexico, Central America, South America, or the Caribbean (other than Puerto Rico).

The Region 9 Annual Conference is held on Friday and Saturday of the first or second weekend in September. The first day and a half consists of an organized training seminar to share best practices and to train evaluators. Themes may change according to what is needed most to help universities in their accreditation process. This content is then discussed during the Regional meeting in June. The Regional Meeting begins on the afternoon of the second day. This Meeting includes approval of minutes from the June meeting, reports from the Treasurer, updated information on the status of the projects which are carried out to support universities, like the Doctoral exchange, implementations of best practices, etc., and information from Region 9 representatives on ACSBP committees. In addition, there are complimentary sightseeing tours and a networking dinner for all attendees.

Leadership in Region 9 involves a two-year commitment of service as Secretary, followed by President-elect, then President. When President-elect becomes President, Secretary becomes President-elect, so during the Region 9 meeting in June, nominations for Secretary are taken at the Region 9 Meeting during the ACBSP Annual Conference in June. Region 9 also is implementing Ambassador Universities in each country in order to get support for different ACBSP promotional activities, such as training seminars on ACBSP standards, evaluator trainings, promotional site visits, media publications, etc. These Ambassador Universities are elected for a two-year commitment of service, and nominations are presented at the same time as Secretary. Nominations for ACBSP committees are also presented and approved every 2 years, so any individuals interested in being a Region 9 representative should express their interest to current leadership or be nominated during the Conferences.

More information on Region 9, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%209>.

Region 10 – South Asia Council of Business Schools and Programs

Region 10 includes member institutions located in India, Pakistan, Bangladesh, Bhutan, Nepal, Maldives, Afghanistan, Iran, Sri Lanka, Tibet, Cambodia, Laos, Myanmar (Burma), Thailand, Vietnam, Malaysia, and Singapore.

For more information regarding the Pathway to Involvement for Region 10, contact the officers listed on the Region's Web site found below.

More information on Region 10, including a listing of current leadership and upcoming events in the region, is available at: <http://www.acbsp.org/group/region%2010>.

CONFERENCES

Conferences are a great way to get involved at the regional, annual and international levels! Conferences allow for unparalleled collaboration, continuous improvement and networking opportunities.

Regional Conferences

Every fall, each Region is charged with hosting their own Regional Conference. The size of the Conference is dependent upon the amount of members in the Region. Each region works with the Home Office to assist in the organization of the Conference and to orchestrate the dissemination of promotional materials, including Save the Dates, Call for Presenters, and reminders regarding the Conference.

At each conference, if a Region chooses to participate, presentations can be evaluated as participants in the “Best of Regions”. The winner at each Region will then have the opportunity to present at the Annual Conference to become International “Best of Regions”.

In addition, the Region may choose to allow a Student Showcase presentation, affectionately referred to as “ACBSP’s Got Talent!” Each region may determine its own process for selecting the student presentation that will represent the region. The Annual Conference Committee will then evaluate the regional finalists and select one to present at the ACBSP Student Showcase during the ACBSP Annual Conference. This is an excellent professional development opportunity for students at all levels of higher business education, and a valuable addition to a résumé.

The following are dates for meetings planned in 2014-2015:

REGION 1	Mystic, CT	October 17-18
REGION 2	Washington, DC	November 7-8
REGION 3	Greensboro, NC	October 9-11
REGION 4	South Bend, IN	October 23-24
REGION 5	Kansas City, MO	October 15-17
REGION 6	Stillwater, OK	November 5-7
REGION 7	Vancouver, BC Canada	October 22-24
REGION 8	Athens, Greece	November 27-30
REGION 9	Bogota, Colombia	September 19-20
REGION 10	India	August 22

More information regarding a specific conference can be found at each Region’s website (www.acbsp.org/?regions).

Annual Conference

For the last 25 years, ACBSP has hosted an Annual Conference, bringing together members from all ten Regions, making it the largest ACBSP event of the year. This Conference normally happens in June and will rotate around the United States. For example, the conference was held in Chicago in 2014, will be held in Philadelphia, PA in 2015, Atlanta, GA in 2016, Anaheim, CA in 2017 and in Kansas City, MO in 2018.

At the Conference, you will hear from presenters from across the globe, including the Regions' "Best of Regions" presentations. The four-day conference includes several tracks of concurrent educational and leadership-based sessions.

The Conference also presents itself as a time for face to face meetings of all Committees, Regions, and Boards. In addition, presentations of awards such as the Teaching Excellence Awards and International "Best of Regions". At the Conference, institutions that have achieved initial accreditation or reaffirmation of accreditation in the past year are honored.

More information regarding the Annual Conference, can be found at <http://www.acbsp.org/?page=conferences>.

International Conference

In conjunction with the Regional Conferences, Region 8, the International Council, organizes an International Conference to be held each fall. In 2014, the Conference will be held in Athens, Greece; then in 2015, the Conference will occur in Barcelona, Spain.

Much like the other Conference opportunities, at the International Conference attendees will be experience educational session and networking events. For more information on the International Conference, please see <http://www.acbsp.org/?page=conferences>.

ACCREDITATION

How to Get Involved on Your Campus

One of the initial pathways to becoming involved with Accreditation is to get involved on your own campus. Here is a list of ways you can become involved:

- Help evaluate what you do, how you do it, and how you can do it better by getting involved in the self-study process for ACBSP accreditation.
- Help plan and conduct a site visit for accreditation.
- Start up or get involved with an honor society chapter on your campus: Delta Mu Delta or Kappa Beta Delta.
- Attend ACBSP regional meetings.
- Present at regional meetings.
- Represent your campus at the ACBSP Annual Conference.
- Present on behalf of your campus at the ACBSP Annual Conference.
- Represent your campus at the ACBSP International Conference.
- Present on behalf of your campus at the ACBSP International Conference.
- Publish in at least one of the ACBSP journals.
- Become a peer reviewer for an ACBSP journal.

Accreditation Site Team Evaluator

One of the truly rewarding opportunities on your pathway to involvement is as a site team evaluator. Following are a few of the many benefits of serving in this role.

- Imagine the value of reading a self-study to learn the various qualities of the school being visited. This is a unique opportunity to see best practices – and less than best practices – being used. While the identity and circumstances of the school remain confidential, you can use this experience in the administration of the business unit on your campus, including work on your self-study or quality assurance report.
- Through your involvement, you are able to network with other ACBSP members from various geographic areas. Members serving together become friends and colleagues through the experience.
- You meet faculty, students, alumni, and administrators at the school visited and have an opportunity to serve as an ACBSP ambassador on behalf of all those involved in the accreditation process.
- Each site visit involves travel to a destination you may not have experienced previously and maybe never will, except for this opportunity. Many members enjoy the opportunity to visit other countries.
- Your role as a site team evaluator may increase the support by the business unit to fund your travel and registration fee to the Annual Conference.

- During your tenure you have the opportunity to serve as Chair of a site team. Such an opportunity provides leadership experience in conducting business and team coordination, a valued skill for your professional and personal development.
- As a Chair, you qualify for another pathway to ACBSP involvement – to serve as a mentor (as outlined in the next section) or as a member of the ACBSP Board of Commissioners.
- Committee participation can be added to your résumé which could lead to increased consideration for tenure and for promotion on your campus.

Requirements to Serve

Requirements to serve as an evaluator entail being a faculty member of an ACBSP member institution and participating in the Foundational Evaluator Training. An exception to the requirement of affiliation with an ACBSP member institution may be made if the individual is an experienced Baldrige examiner at the national or state level or has recently retired from an ACBSP member institution. Assignments are based on level of experience with priority given to individuals from ACBSP member institutions, those who have attended the evaluator and mentor training sessions, and those who are experienced Baldrige examiners.

The site visit team is typically composed of an experienced chair, an experienced team member, and a first-time evaluator. The first-time evaluator is assigned to a site visit team with a few exceptions, such as multi-campus site visits. The first-time evaluator is usually serving to gain experience and is being mentored by the other two members. After several site team visit experiences, the experienced member begins training for the possible role of Chair of a site team.

Time Commitment and Expense

The commitment to serve as a site team evaluator is not extraordinary, but it is important to dedicate time in your schedule to be effective. Evaluators are expected to review the self-study prior to the site visit, participate in the team consensus call several weeks prior to the visit, participate in a three-day site visit, and contribute to the preparation of the final report. The team usually arrives on a Sunday and departs on Tuesday afternoon.

Evaluators receive an honorarium of \$150 per day for the three-day visit. The Chair receives \$250 per day. In addition, there is reimbursement for travel expenses using the ACBSP [Travel Reimbursement Guidelines](#). Travel receipts are to be submitted to ACBSP, which approves the expenses and issues a check to the site team evaluator.

Training for the Role

There are several training opportunities for evaluators. The [Foundational Evaluator Training](#) is available on the ACBSP Web site. ACBSP provides evaluator training at the Annual Conference in June during most years and less frequently at the International

Conference. There are also many concurrent training sessions at the Annual Conference on the accreditation process as well as accreditation standards and criteria that enhance evaluators' capabilities through professional development.

How to Become Involved

The most common path to follow is to contact the accreditation staff (either Steve Parscale at sparscale@acbsp.org or Diana Hallerud at dianahallerud@acbsp.org) and express your interest in serving. They can provide access to the [Foundational Evaluator Training](#) and inform you of upcoming sessions focused on evaluator training.

Accreditation Mentor

Requirements to Serve

Requirements to serve as a mentor are for the person to have been a site visit peer review evaluator and chaired a peer review team as the team leader. These are preferred requirements, but not absolute.

The path for mentors starts as a first-time peer review evaluator. After an individual has served as an evaluator on a few teams, he or she may be asked to lead a team as a chairperson. After he or she has chaired a few teams, they may then be asked to serve as a mentor.

Training for the Role

There are several training opportunities for mentors. During most years, ACBSP provides mentor training at the Annual Conference in June and occasionally at the International Conference. There are also many training sessions at the Annual Conference on the accreditation process as well as accreditation standards and criteria that enhance mentors' capabilities through professional development.

Appointment of a Mentor and Mentoring Activities

After a school receives notice of being granted candidacy status, ACBSP will assign a mentor for the business unit and, if applicable, determine, in cooperation with the head of the business unit, the need for an additional mentor for the separate accounting accreditation. The institution and ACBSP will mutually agree upon mentors.

- Contact information will be provided to the mentor and the designated person (institutional contact), as specified in the application for candidacy.
 - The mentor and the institutional contact person should communicate as soon as possible about expectations on timing to complete the preliminary questionnaire and any support the business unit requires from the mentor.

- The mentor and institutional contact person should communicate approximately once a month to determine the requirements needed to assist with the accreditation process and monitor the progress along the timeline suggested by the business unit.
- The institutional contact person will forward the preliminary questionnaire to the mentor and ACBSP.
 - The mentor should review the information and provide feedback to the business unit. This is usually done within one month after receipt of the questionnaire.
 - The mentor and the institutional contact person should discuss the feedback and prepare a timeline and an action plan to improve any processes identified by the mentor.
 - The mentor and the institutional contact person should communicate at least once a month to determine the progress on the action plan.
- When the mentor believes the action plan has progressed sufficiently to allow the business unit to conduct a self-study that can meet the ACBSP standards, the mentor will notify ACBSP on or before April 1 for an August self-study submission, or on or before October 1 for a January self-study submission.
 - The Baccalaureate/Graduate Degree Board of Commissioners expects to see a minimum of three cycles of student learning outcome assessment results and some evidence of improvements made based on the results.
 - If the institution does not have the necessary student learning outcome assessment data, or there is no evidence of improvements, the mentor and ACBSP staff will not authorize the business unit to move forward with the self-study.
- After notification by the mentor that the business unit is ready to write the self-study, ACBSP staff will notify the institutional contact person with the timelines for submittal of the self-study.
 - The institutional contact person will complete the [Intent to Submit a Self-Study Form](#) and send it to ACBSP.
- The business unit will continue to work with the mentor regarding any questions that arise during the completion of the self-study.
 - The business unit should send the mentor each section of the self-study to review after the section is completed. Feedback will be provided to the business unit.
 - Suggested improvements can include providing sufficient data and information to show evidence of improving educational processes and, whenever possible, including the data or data summaries in the self-study document rather than in the appendices.
 - Mentor consultations may also take place during the Annual Conference or regional conferences.
- The mentor may be invited to participate in the consensus call with the site visit team and the commissioner.
 - The business unit can also invite the mentor to be present during the site visit to participate as a liaison between the business unit and the site visit team.

- The business unit is responsible for all expenses incurred by the mentor if invited to participate in the site visit.

Mentor Fees and Honorariums

The costs related to mentor participation include a consulting fee of \$400 per day during the optional site visits, \$400 per year for desk time, and reimbursement of travel expenses. During the first year, if a visit to the school is not required, and work is done via e-mail and phone, the mentor is paid an honorarium of \$400 for desk time upon completion and submittal of an expense report. The mentor is not paid for desk time in subsequent years, only for visits to the campus. If more than one day per year is requested, the institutional representative must approve it prior to the mentor visit.

The mentor should submit all documentation related to expenses to ACBSP. ACBSP takes responsibility for providing payment to the mentor, and the business unit takes responsibility for reimbursing ACBSP in a timely manner.

Further Involvement

The epitome of involvement with Accreditation through ACBSP is becoming a member of the Board of Commissioners. For more information on how to do so, please see Chapter 6, ACBSP Governing Boards – Board of Commissioners.

ACBSP GOVERNING BOARDS

Board of Directors

The governance of ACBSP is outlined in detail in the [bylaws of the organization](#). The Association is a member-driven organization that elects its Board of Directors: six elected from the membership at large, four serving to represent the two accrediting boards, one to represent the regions, and one or two appointed by the Board to represent the public at large.

The Board of Directors provides general management and oversight of the affairs of ACBSP. The Board establishes non-accreditation policies and procedures essential to accomplishing the objectives of ACBSP, conducts strategic fiscal planning, and approves the annual budget. The Board also establishes standing committees and ad hoc committees and prescribes their duties, terms of appointment, procedures for appointment, and annual charges.

Nomination Process

The bylaws describe the timeline and process for nominations as follows:

ARTICLE VII, Section 2, Paragraph 2. Each year, at least thirty days prior to December 1, the Executive Director, on behalf of the Nominating Committee, shall solicit from the voting membership recommendations for candidates for Officers and Board of Directors members of the Council. The Executive Director shall submit all recommendations to the Nominating Committee within ten (10) days after December 1. By January 31, the Nominating Committee shall submit to the Executive Director a slate of nominees for these positions. The Executive Director shall, prior to March 1, forward the slate to all institutional representatives, providing an opportunity for write-in nominations. Any write-in nomination must be submitted to the Executive Director prior to May 1. The Executive Director shall validate the names on a write-in nomination petition and disclose the names of persons listed on the petition only upon written request to the Executive Director. Write-in nominations of any individual for a given post received during this period from five percent (5%) of the total membership eligible to vote shall cause the name to appear on the ballot.

Qualifications to Serve

The bylaws state that to be nominated as Secretary, Treasurer, President-elect, or as one of the two At-large Directors positions, the individual must have previously served as a member of the Board of Directors, as a member of a Board of Commissioners, as chair of an appointed committee, or as an officer of one of the Regional Councils. Once

nominated as President-elect, that person continues to become President and then Immediate Past-president.

The bylaws further require that the President and President-elect will not be members of the same commission. If the President's institution is a member of the Associate Degree Commission, the President-elect's institution must be a member of the Baccalaureate/Graduate Degree Commission.

The bylaws state that in nominating candidates for the Board of Directors, the nominating committee should nominate persons with due regard to representation of geographic areas and characteristics of member institutions. The nominating committees try to ensure that each Regional Council is represented on the Board. This is not always possible, and may be a barrier for a pathway to involvement for some during a particular year.

The bylaws list no other requirements, but the nominating committees often seek a CPA or someone who has experience in accounting practices to serve as Treasurer.

The representative for the Council of Regional Presidents is appointed by the Council of Regional Presidents. This position is not available to most individual members.

The two public members would not be affiliated with a member institution currently or in the past.

The four representatives from the two Boards of Commissioners serve from their elected position on the Board of Commissioners as an alternate path to serving on the Board of Directors.

Term Limits

The elected offices of Secretary, Treasurer, and two At-large Directors serve two-year terms and may be re-elected to a second two-year term, but not for a third consecutive term. As noted above, the President-elect serves two additional years as President and Immediate Past-president (each is a one-year term). No elected individual may serve on the Board of Directors for more than seven consecutive years.

Time and Expense Commitment

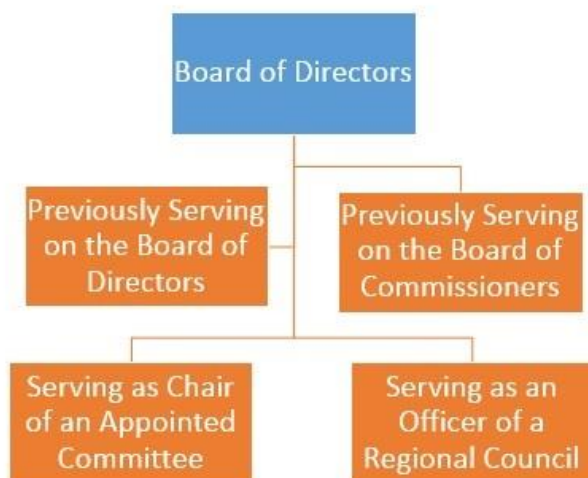
The Board of Directors meets four times a year. Two in-person meetings are usually held in Kansas City, and the expenses for travel are a budgeted expense by ACBSP. The meetings occur during the last weekend in February and the third weekend in September, beginning late on Thursday and departing by noon on Saturday.

Two in-person meetings are held during the Annual Conference, one on Thursday afternoon before the Conference begins, and another on Monday afternoon at the conclusion of the Conference. Both begin at 1:00 p.m. and may require an extended

stay of one or two nights beyond the regular Conference schedule. ACBSP does not reimburse for the expense to attend these two meetings; it is expected the individual is attending the Annual Conference as budgeted by their business school.

There may also be one or two conference calls conducted during the year; the Executive Committee tries to conduct most business between board meetings. The four officers (President, President-elect, Secretary, and Treasurer) serve on the Executive Committee.

Your Pathway to Involvement



Here are some of the Pathways you can take to become a member of the Board of Directors.

Becoming a member does involve a nomination process. For more information, refer to page 38 of the Pathways to Involvement Kit.

More Information

The [ACBSP bylaws](#) describe additional information such as specific duties and responsibilities of each office. A roster of the current Board of Directors is available for [download](#). The Executive Director serves as an ex-officio member of the Board and is directly responsible for conducting the nominating process. This person can provide more information upon request.

Board of Commissioners

Each ACBSP institution is also a member of the Associate Degree Commission or the Baccalaureate/Graduate Degree Commission. This is done for the purposes of administering the accreditation program. There are two Boards of Commissioners, one for Associate degree educational institution members and one for Baccalaureate/Graduate degree educational institution members. The institution's respective commission elects a Board of Commissioners. Each commission functions

as an autonomous body that determines whether institutions who apply for accreditation of their business schools and programs meet the accreditation standards that are promulgated by that Board of Commissioners.

Educational institution members must be members of the Commission representing the highest degree offered by the business unit. In other words, if an educational institution offers both Associate and Baccalaureate/Graduate degrees, then it will be a member of the Baccalaureate/Graduate degree Board of Commissioners, not both Commissions.

Composition

The Associate Degree Board of Commissioners is composed of ten members: nine are elected from the membership in the Commission, and one appointed by the Board to represent the public at large. The Baccalaureate/Graduate Degree Board of Commissioners is composed of thirteen members, twelve which are elected from the membership and one appointed by the Board.

The current roster for each Board can be downloaded from the following links: [Associate Degree Board of Commissioners](#) or [Baccalaureate/Graduate Degree Board of Commissioners](#).

Nomination Process

The nomination process in terms of timetable and process is the same as the Board of Directors described above and taken from ARTICLE VII, Section 2, and Paragraph 2. However, it is in a different section. One additional clause for the Board of Commissioners that does not exist for the Board of Directors is that all nominees must have the endorsement and sponsorship of their member institution. This is usually not required until the individual is notified that they have been nominated.

Qualifications to Serve

Qualified individuals are encouraged to seek nomination to the ACBSP Board of Commissioners. An individual seeking to become a Commissioner has typically served as an official ACBSP mentor, site visit evaluator, chair on a site visit, and completed ACBSP evaluator training, or has assisted in the writing of a self-study. Additional qualifications could include completion of state, regional, or national Baldrige examiner training. Potential commissioners might also have served as a regional ACBSP officer or gained experience through other accreditation activities, such as regional accreditation.

The bylaws state that in nominating candidates for the Boards of Commissioners, the nominating committee shall select persons that represent all regions and characteristics of member institutions. This is a higher standard in that it references all regions and may be considered a higher qualification than others, assuming the person has met some minimal requirement. This may be a strong barrier for a pathway to involvement

for some, given the number of seats on a board, the fact that there are ten regions, and that commissioners frequently serve two three-year terms for a total of six years.

Term Limits

The members on the Board from educational institutions are elected to three-year terms. Each elected commissioner may be re-elected to a second three-year term.

On occasion a commissioner may be appointed to a partial term as in the case of a member resigning during the middle of their term. This can also be a pathway to involvement. Any member appointed to serve an unexpired term resulting from a vacancy shall be eligible for election to the two full consecutive terms of office.

Time and Expense Commitment

The Board of Commissioners meets four times a year. Two in-person meetings are always in Kansas City, and the expenses for travel are a budgeted expense by ACBSP. The meetings occur during the last weekend in April and the weekend before Thanksgiving in November, with arrival late on Tuesday and departure at noon on Thursday for the Associate Degree Board of Commissioners and arrival late on Wednesday and departure on Friday evening or Saturday morning for the Baccalaureate/Graduate Degree Board of Commissioners.

Two in-person meetings are held during the Annual Conference, one on Thursday afternoon before the Conference begins, and another on Monday morning at the conclusion of the Conference. This may require an extended stay of one or two nights beyond the regular conference schedule. ACBSP does not reimburse for the expense to attend these two meetings as it is expected the individual is attending the Annual Conference as budgeted by their business school.

The greater time commitment for a member of either Board is between meetings and in preparation for meetings. Each commissioner is assigned a certain number of schools in candidacy or already accredited. For each school being considered for initial accreditation or reaffirmation of accreditation, there will be the self-study, the site team visit report, and the feedback report from the school. There may be a consensus call involved. There will also be quality assurance reports to be reviewed and a recommendation made.

More than other governing board members, it is important for the commissioner to attend his or her respective regional meeting. They are elected to represent the region, and accreditation is often a topic of discussion. For this reason, the commissioner from the region is expected be present.

It is for these reasons noted in the two previous questions that all nominees must have the endorsement and sponsorship of their member institution as noted in the nominating process. This is to assure the institution is aware of these time and expense

commitments and this will not be a barrier to full service for those selecting this pathway to involvement.

Your Pathway to Involvement



Here are some of the Pathways you can take to become a member of the Board of Commissioners.

Becoming a member does involve a nomination process. For more information, refer to page 43 of the Pathways to Involvement Kit.

Accreditation Governing Board

To continue your involvement with Accreditation, once you have served as a Commissioner, you are then eligible to serve on the Accreditation Governing Board.

More Information

The [ACBSP bylaws](#) describe additional information such as the powers and duties of the two boards and service by four commissioners on the Board of Directors. A great deal of the ACBSP Web site is devoted to [Accreditation](#). The Director of Accreditation serves as an ex-officio member of each board and is the best person to contact for more information. The Executive Director is responsible for conducting the nominating process of all governing boards and may be a helpful resource as well.

ADDITIONAL OPPORTUNITIES FOR MEMBERSHIP INVOLVEMENT

Honor Societies

Sigma Beta Delta

Sigma Beta Delta is the affiliated honorary society for baccalaureate/graduate degree institutions that are not currently accredited or are in candidacy for, accreditation with ACBSP. As of December 2012, over 375 Sigma Beta Delta chapters have been established across 47 of the United States and in four countries.

Sigma Beta Delta participates in the ACBSP Annual Conference each year, presenting information for current chapters and to provide information for ACBSP member institutions seeking to establish chapters.

For more information on Sigma Beta Delta, including a chapter search tool, please go to their Web site: <http://www.sigmabetadelta.org>.

Kappa Beta Delta

The purposes of this Society are to encourage and recognize scholarship and accomplishment among students of business, management and administration pursuing associate degrees, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Since its founding in June 1997, Kappa Beta Delta has been affiliated with ACBSP, and Kappa Beta Delta membership is available exclusively to students enrolled at Associate degree-awarding schools accredited by ACBSP. For more information, please go to <http://www.acbsp.org/?page=kbd>.

Delta Mu Delta

Delta Mu Delta is an international honor society established in 1913 to recognize students in accredited business schools for their high academic achievement in Baccalaureate, Master's and Doctorate programs. Over its life span, Delta Mu Delta has grown its current membership to include more than 240 campuses worldwide. Delta Mu Delta has more than 160,000 members residing in 175+ countries. Through an agreement made in January 1992 between Delta Mu Delta and ACBSP, establishment of Delta Mu Delta chapters is now exclusively at colleges and universities with business programs which are accredited by ACBSP at the baccalaureate/graduate levels. For more information, please go to <http://deltamudelta.org/>.

Teaching Excellence Awards

Every year, ACSBP recognizes outstanding faculty from around the globe with the Teaching Excellence Award, selected by the Teaching Excellence Award Committee. Any faculty person from a Member School is eligible to apply or be nominated. The Teaching Excellence Award Committee reviews the applications and selects the most appropriate winner from each region and from Associate and Baccalaureate/Graduate schools. These recipients will be recognized at the Annual Conference, given a medal and a monetary reward. Once the regional winners are selected, they become the candidates for the International Teaching Excellence Awards.

The Committee also selects one overall winner for the International award from Associate degree schools and one from Baccalaureate/Graduate degree schools. The recipients will also be recognized at the Conference, be given a plaque, and a more substantial monetary reward. Application deadline is January 31 of each year. For more information about this award, check out <http://www.acbsp.org/?page=teachingexcellence>.

Student Leadership Awards and Presentation Opportunities

In 2008, ACBSP created the Student Leadership Award program. It is the only accrediting body for business schools that offers such an award. Participation in the program is optional, but we strongly encourage each of our member campuses to become involved. The criteria for the award is not determined by ACBSP, but is determined by the individual campus. ACBSP does require that the award be given to a student who is pursuing a degree in business. In some cases, the campus may wish to give more than one award per academic year, but this is not encouraged.

We encourage each participating campus to honor their student recipient at a graduation or honor awards assembly or in some other public fashion. The installation of a perpetual plaque on a wall in the business school is also encouraged, as this is visible evidence to all visitors that the business unit fosters and supports leadership within the student body, and allows high-achieving students to be recognized long after they have departed the college.

ACBSP provides access to both the plaque that is given to the student and the larger perpetual plaque that remains on the wall of the business school with the name of a new recipient added each year. The cost to design and develop the plaques has been incurred by ACBSP, and we have secured bulk pricing. Each business unit deciding to participate in this program orders directly from our supplier, Imagecraft. An order form is available through the links below. The listed price for ordering an individual plaque includes three lines of personalization for the individual plaque and an engraved plate for the perpetual plaque. Notification to ACBSP of your participation in the Student Leadership Award program is suggested, but not required.