



UNIVERSITY OF FLORIDA

COLLEGE OF BUSINESS ADMINISTRATION  
ALAN G. MERTEN, DEAN

GAINESVILLE, FLORIDA 32611  
(904) 392-2397

GENERAL FACULTY MEETING

November 6, 1986

102 BUS Bldg.  
4:00 p.m.

AGENDA

1. Minutes of the meeting of October 8, 1986
2. Nominations for the Research Committee - There will be two members selected; one for a one-year term and one for a two year term.
3. Report of Computing Task Force
4. Report on the activities of the Public Utility Research Center.
5. Proposed change in Faculty By-Laws (see attached memo from Professor Sawyer)
6. CIS Admission Requirements (Wanda Denny)
7. Dean's Report
8. Announcements



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October 22, 1986

MEMORANDUM

TO: Dean Alan Merten  
FROM: Alan Sawyer *AS*  
RE: Motions to Change College By-Laws

Motion #1. I move that section 7.1 of the By-Laws of the Faculty of the College of Business Administration of the University of Florida be amended to read as follows:

"7.1 There shall be the following standing committees of the faculty of the College of Business Administration and/or of the Graduate of Business Administration.

Graduate Committee

Library Committee

MBA Committee

Minority Affairs Committee

Research Committee

Teacher Evaluation by Students Committee

Tenure and Promotion Committee

Undergraduate Committee

(Statements of the nature of functions of these committees are shown on the following pages.)

For matters relating to the Fisher School of Accounting, the functions of certain of the above committees, shall be performed by standing committees of the faculty of the Fisher School of Accounting."

Outcome: This would dissolve the Undergraduate Admissions, Petitions, and Scholarship Committees and add their functions to that of the Undergraduate Committee.

Rationale: These functions complement each other, need a coordinated set of policies, and should not be done independently for reasons of effectiveness and efficiency.

Motion #2. I move that, for each standing committee, the Chair be a faculty member appointed by the Dean and the secretary be elected by that committee.

Rationale: The College should be governed by the faculty with administrators informing, facilitating and implementing policy determined by the faculty. No administrator should chair a College committee, although, in many cases, it would be appropriate to have administrators either serve on the committee or act as staff to that committee.

Outcome: By-Laws description of each committee would be changed as per attached (\*\* offset changed portions).

## GRADUATE COMMITTEE

**Membership:** Six members: one graduate faculty member from each department and the Fisher School of Accounting selected in a manner determined by the faculty of each department and the Fisher School, and the Director of Graduate Studies.

**\*\*\* Chair:** Appointed by Dean.

**Secretary:** Elected by Committee. \*\*\*

**Term of Membership:** Two years for faculty member.

**Functions:** Recommends to the faculty new courses or courses to be discontinued, minimum requirements for graduate degrees, and admissions. These matters may originate with the Committee or reach the Committee through recommendations by departments, by the student council, or by individuals.

**Regular Meetings:** None.

**Other Meetings:** - When called by the Chair on one week's notice to members.

**Agenda prepared by the Chair and distributed one week in advance.**

**Minutes:** A summary of action taken, prepared by the Secretary and distributed to all members of the graduate faculty.

**Other:** An annual report on the work done by the committee is to be submitted to the Dean; available to faculty members and students.

**Resources Available:** The secretary of the Director of Graduate Studies.

## LIBRARY COMMITTEE

Membership: Five members appointed by the Dean from faculty members nominated by Department Chairmen and the Director of the Fisher School of Accounting.

\*\*\* Chair: Faculty member appointed by the Dean.

Secretary: Elected by Committee. \*\*\*

Term of membership: Two years for faculty members.

Functions: Establishes policy for the guidance of the Chair of the Library Committee with regard to allocation of library funds; establishes policy with regard to the operation of the College of Business Administration reading rooms. Clears requests for books and other library materials requested by the faculty members, and promotes the development of library facilities.

Regular Meetings: None.

Other Meetings: When called by the Chair with one week's notice.

Agenda prepared by the Chair, distributed a week in advance.

Minutes: A summary of decisions made, prepared by the Secretary and distributed to members of the Committee and to the Dean; available to members of the faculty.

Other: An annual report on the work done by the Committee is to be submitted to the Dean and available to faculty members.

MASTER OF BUSINESS ADMINISTRATION (MBA) COMMITTEE

Membership: Seven members; one graduate (MBA) student, one faculty member from each Department and the Fisher School of Accounting, and the Director of the MBA Program, exofficio. Faculty appointed by the Dean, department chair, or director.

\*\*\* Chair: Faculty member appointed by Dean.

Secretary: Elected by Committee. \*\*\*

Term of Membership: Two years for each faculty member.

General Purpose: To provide group judgment in matters related to the functions of the MBA Committee.

Functions: Recommend to the faculty new courses for the MBA core curriculum or courses to be discontinued from the MBA core curriculum, requirements for the MBA degree, and Admissions Policies (these matters may originate with the Committee or reach the Committee through recommendations by departments, or school, by the student council or by individuals).

Regular Meetings: None.

Other Meetings: When called by the Chair with one week's notice to members, or unanimous consent.

Agenda prepared by the Chair, to be made available one week in advance.

Minutes: A summary of action taken.

Resources Available: The secretary of the Director of the MBA Program.

MINORITY AFFAIRS COMMITTEE

Membership: Six members. Five faculty members: one from each of the four departments, Fisher School of Accounting, or units of Business Law or Statistics, and the Assistant to the Dean for Minority Affairs, exofficio.

\*\*\* Chair: Faculty member appointed by Dean.

Secretary: Elected by Committee. \*\*\*

Term of Membership: Two years for each faculty member.

Function: To provide faculty input to matters relating to minority affairs.

Regular Meetings: None.

Other Meetings: When called by Chair with reasonable notice to members.

Agenda: Prepared by Chair and made available in advance of meeting.

Minutes: A summary of action taken. Available to members of the faculty.

Other: An annual report of the work done by the Committee is to be submitted to the Dean and made available to faculty members.

Resources Available: Secretary to the Assistant to the Dean for Minority Affairs.

## RESEARCH COMMITTEE

**Membership:** Six faculty members: three elected by majority vote from the faculty at large; two members appointed by the Dean. The Director of the Bureau of Economic and Business Research is a member, ex officio.

**\*\*\* Chair:** Faculty member appointed by Dean. \*\*\*

**Secretary:** Selected in a manner to be determined by the Committee.

**Term of Membership:** Two year terms.

**Purpose:** To encourage and aid research; to recommend criteria for the administration of research grants and programs, if requested; to serve as an advisory committee on research policies and programs of the Bureau of Economic and Business Research; to assist in the selection of award recipients, if requested.

**Functions:** To discuss and review proposals initiated from within or outside of the Committee, if requested. Formal recommendations are made by majority vote. A Fisher School of Accounting standing committee shall perform these functions with respect to the research program of the School.

**Regular Meetings:** None.

**Other Meetings:** When called by the Chair with one week's notice.

Agenda prepared by the Chair, made available one week before meeting.

**Minutes:** A summary of major points discussed and actions taken, prepared by the Secretary and distributed to members of the Committee and to the Dean; available to members of the faculty.

**Other:** An annual report on the work done by the Committee is to be submitted to the Dean and made available to faculty members.

**Resources Available:** Secretary to Director of Bureau.



COMMITTEE ON TEACHER EVALUATIONS BY STUDENTS

Membership: Five faculty members appointed by the Dean from nominations by Chair or Director: one member from each Department and the Fisher School of Accounting; two students appointed by the Dean.

\*\*\* Chair: Faculty member appointed by Dean.

Secretary: Elected by the Committee. \*\*\*

Term of Membership: Two years for faculty members, one year for student members.

Purpose: To develop, maintain, and evaluate the instrument of teacher evaluation by students and the system by which it is administered, and determine, periodically, the relationship between Overall Rating and such factors as class size, class grade distribution, time of day class meets, whether single or double period, and subject matter of course. To facilitate individual improvement by determining the relationships between instructor behavior scores and student outcome scores.

Functions: Analyze and critically evaluate teaching evaluation instruments and systems of administration; recommendations to the faculty based on agreement by members of the Committee: to design and oversee the periodic analyses of evaluation data.

Regular Meetings: None.

Other Meetings: When called by the Chair with reasonable notice to members.

Agenda prepared by the Chair and distributed in advance of the meetings.

Minutes: A summary of decisions made, prepared by the Secretary, and distributed to members of the Committee and to the Dean of the College of Business Administration; available to faculty members.

Resources Available: Secretarial resources of the Departments and Fisher School of Accounting and the Copy Center of the College of Business Administration. Computer and Research Assistant time required to conduct data analyses.

## TENURE AND PROMOTION COMMITTEE

**Membership:** Six members: three elected by faculty, three appointed by the Dean. The intention is to ensure that there will be at least one faculty member from each academic unit (department or school) on the committee. Tenured Full Professors, except heads of academic units are eligible for membership. (Cf. University Senate action of October 14, 1982 regarding membership on tenure/promotion review committees). Nominations may be made by any tenure-track faculty member at the general college faculty meeting. Not more than one member may be elected from each department, unit, or school. Only permanent faculty in tenure track positions are eligible to vote. Voting will be by secret ballot, with each eligible faculty member to vote for up to three nominees.

**\*\*\* Chair:** Faculty member appointed by the Dean.\*\*\*

**Secretary:** Selected in a manner to be determined by the Committee.

**Term of Membership:** All members will serve one-year terms. Members may be re-elected.

**Purpose:** To prepare written evaluations of tenure and promotion recommendations from academic units, and to provide recommendations to the Dean of the College, along with Committee votes on each recommendation.

**Regular Meetings:** None.

**Other Meeting:** When called by the Chair with one week's notice.

Agenda prepared by the Chair, made available one week before meeting.

**Minutes:** Report sent to the Dean.

**Resources Available:** Secretarial resources of the Departments and School and the Copy Center of the College of Business Administration.

## UNDERGRADUATE COMMITTEE

- \*\*\* Membership:** Eight members in all; five faculty members appointed by the Dean from nominations by Chairs and the Assistant Dean for Undergraduate Studies, and two students.
- Chair:** Faculty member appointed by Dean.
- Secretary:** Elected by Committee.
- Term of Membership:** Two years for faculty members; one year for student members.
- Functions:**
1. Recommends to the faculty new courses or courses to be discontinued, minimum requirements for undergraduate degrees and admissions. These matters may originate with the Committee or reach the Committee through recommendations by departments, by the student council, or by individuals. A Fisher School of Accounting standing committee shall make recommendations to the Fisher School of Accounting on all matters relating to the School's undergraduate degree program.
  2. Discuss and act upon petitions for admission to the College of Business Administration. A Fisher School of Accounting standing committee shall consider and act upon petition for admission to the Fisher School of Accounting.
  3. Discuss and act upon petitions from students and notify students and/or the University Petitions Committee of actions taken. A Fisher School of Accounting standing committee shall consider and act on petitions, and the waiving of School and University regulations with respect to the students and undergraduate program of the Fisher School.

4. Announces, publicizes and awards scholarships which are available for undergraduate students in the College of Business Administration. (Does not include assistantships nor Graduate Fellowships.) A Fisher School of Accounting standing committee performs this function with respect to scholarships available for students in the Fisher School of Accounting. \*\*\*

Regular Meetings:

None.

Other Meetings:

When called by the Chair with reasonable notice to members.

Agenda prepared by the Chair and made available in advance of meetings.

Minutes:

A summary of decisions made, prepared by the Chair; distributed to members and the Dean; available to members of the faculty.

Other:

An annual report of the work done by the Committee is to be submitted to the Dean and made available to faculty members.

Resources Available:

Secretary to the Assistant Dean for Undergraduate Studies.



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### GENERAL FACULTY MEETING

November 6, 1986

#### MINUTES

1. MINUTES: Minutes of previous meeting approved as distributed.
2. PHONOTHON: Dean Merten introduced Vicky Hughes from the Foundation who gave a report on the College of Business Phonothon. During the first 15 days, \$140,890 in pledges was received; there was a 9% overall increase from last year's efforts.
3. NOMINATIONS FOR RESEARCH COMMITTEE: The Committee consists of three elected members and two appointed members. The three members are Gordon Bechtel, Dan Feldman, and John Lynch. Dean Merten accepted nominations from the floor with the explanation that the person receiving the highest number of votes will serve a two year term, and the person receiving the next highest number will serve a one year term. The nominations were: Roger Huang and Steve Cosslett. A ballot will be distributed to the faculty.
4. COMPUTING TASK FORCE: Dr. Schaefer announced the CIRCA budget had been increased and will be distributed to the individual departments once received. He discussed the tapes and services program, the cost of which will be shared with the Library. Dr. Schaefer will provide information about what is available in this program.

There will be presentations by Apple Desktop Publishing on November 20 in room 120 Matherly.

Dr. Schaefer asked the faculty to complete and return to him the Computing Resources Inventory Survey. IBM has been asked to do an applications transfer study to assess needs for word processing and administrative support areas. Overheads were used for recommended software and are attached.

Dean Merten commented that within the next few months several computer vendors will be making presentations of their products here at the College. Faculty were asked for any information which might be helpful in the decision process.

November 6 Faculty Meeting Minutes Continued

5. ACTIVITIES OF PURC: Dr. Brigham gave a description of the Public Utility Research Center and the two separate goals of the Center. Copies of the overheads used are attached.

6. BY-LAWS: The motion to amend the By-laws as proposed in Dr. Sawyer's memo of October 22 was editorially changed for the Undergraduate Committee to read:

Membership: Nine members in all; six faculty members and two students (appointed by the Dean from nominations by Chairs and Director of the Fisher School of Accounting) and the Assistant Dean for Undergraduate Studies.

The motion was made and seconded. After discussion, the amendment passed by voice vote.

All other proposed amendments discussed and voted on at the meeting are not effective because they were not distributed to the faculty prior to the meeting. Any amendments to the By-Law's should be submitted in writing to Dean Merten in order to be considered at a subsequent faculty meeting.

7. DEAN'S REPORT:

a. The most recent faculty seminar, which was held in Atlanta, was discussed. Professor Heggstad was the featured speaker. In addition, there was a reception for alumni and friends in Atlanta. Joel Wells hosted a luncheon in Atlanta for local business leaders to meet with representatives of the College. Future seminars will be held in Jacksonville and West Palm Beach. Dean Merten asked interested faculty to volunteer to speak at these seminars.

b. Placement Activities: The proposal from the Career Resource Center to provide job placement services for both undergraduate and masters students was mentioned by Dean Merten. The question of how much of our placement activities should be centered in the College versus how much performed by the Career Resource Center was posed. Faculty were requested to make their suggestions regarding placement activities to either Dr. Heggstad or Dr. Schaefer.

c. Organization Structure: Dean Merten solicited opinions from interested faculty on the organizational structure of the College and will entertain any suggestions that might be presented. It is anticipated that a new administrative structure will be determined February or March of 1987 and the positions filled by Fall, 1987.

The meeting adjourned at 5:35 p.m.