

## **GENERAL FACULTY MEETING AGENDA**

### **November 3, 2006 – STUZIN 101**

1. September 8, 2006 Minutes presented for approval by the faculty (attached).
2. The Undergraduate Committee approved the following and requests approval by the faculty (attached):

#### *New Course:*

##### GEB 3214 – Professional Speaking in Business

- ♦ Credits: 3
- ♦ Contact Hours: 3 Base
- ♦ Description: Designed to teach business students fundamental oral communication skills necessary for succeeding in a business setting, including presentations and speeches, interpersonal skills and interviewing.

##### FIN 4959 - Honors Finance

- ♦ Credits: 2; repeatable for max 6
- ♦ Contact Hours: 2 Base
- ♦ Description: Course of variable content providing an opportunity for the study in depth of topics not offered.
- ♦ Prerequisite: An “A” grade in FIN 3403 – Business Finance

#### *Informational:*

The Undergraduate Committee has approved the discontinuation of the CIS major in the BSBA program.

3. The Faculty Advisory Committee presents the following:

#### For approval by the faculty:

- ♦Revised: College By-Laws (attached)

#### Informational:

- ♦Report: Shared Governance Task Force (for information)

4. Other
5. Dean’s Report

## **GRADUATE FACULTY MEETING AGENDA**

### **NOVEMBER 3, 2006 – STUZIN 101**

1. September 8, 2006 Minutes presented for approval by the faculty
2. *New MBA Program:*  
Subject to MBA Committee approval the following is presented for approval by the faculty:
  - ♦MBA-World Leadership Program (attached)
3. Other
4. Dean’s Report

## *FACULTY MEETING MINUTES*

*September 8, 2006*

1. A motion was made to approve the May 12, 2006 General Faculty Minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.
2. New faculty were introduced: (FSOA) Surjit Tinaikar and Victoria Dickinson
3. The Undergraduate Committee approved the following and requests approval by the faculty: A motion was made to approve the new course. The motion was seconded and the faculty voted to approve the new course.

*New Course: (approved by the faculty on 9/8/06)*

REE 4303 – Real Estate Investment Decision Making

- ♦ Credits: 4
- ♦ Contact Hours: 4 Base
- ♦ Prerequisites: REE 3043 with a “B” grade or better
- ♦ Description: Explores real estate investment and the demands, skills and challenges of decision-making for those who make such investments.

4. The following was presented to the faculty as informational:
  - 1) Minor in Real Estate curriculum was approved (see attachment):
    - Minor open to all majors on campus
    - New course (REE 4303) will be offered as an attendance based course during the Fall and Spring Semesters  
(Please contact David Ling or Andy McCollough if you have any concerns)
  - 2) Changes to the Minor in Entrepreneurship
    - Add Honors Social Entrepreneurship as an elective alternative for the Strategic Selling course
    - Minor now consists of the following:
      - Introduction to Financial Accounting
      - Principles of Entrepreneurship
      - Fundamentals of New Venture Planning –or- New Venture Creation
      - Strategic Selling -or- Honors Social Entrepreneurship
      - Principles of Marketing –or- Business Finance

(Please contact Arnie Heggstad or Andy McCollough if you have any concerns)
  - 3) Undergraduate Programs requirement for the Dean’s List has been revised:
    - Old: At least 12 graded hours and a GPA of 3.5 or higher.
    - New: 12-14 graded hours and a GPA of 3.7 or higher OR at least 15 graded hours and a GPA of 3.5 or higher.

(Please contact Rich Lutz or Brian Ray if you have any concerns)
  - 4) The faculty of the Department of Decision and Information Science (DIS) has approved a name change for the department as follows (see attachment): New Dept Name: *Department of Information Systems and Operations Management (ISOM)*. Presented but no further discussion took place.
5. The Teaching Committee requests approval by the faculty. (This item was not voted on. Discussion took place)

The Teaching Committee voted unanimously to recommend to the faculty that there be a teaching award for those who are not eligible for the undergraduate teaching awards because they are teaching in masters programs, such as MBA and MAIB.

6. Other

- Faculty raises (3% across the board) confirmed
- Salary letters are being finalized
- Collective bargaining unit – still negotiating for merit raises
- Collective bargaining unit – wants to do away with matching offers
- Teams and USPS (3% across the board / merit raises) confirmed

7. Dean's Report

- Annual Endowment letters deadline approaching; faculty encourage to respond
- University initiating new budgeting
- Committee was appointed to provide recommendation in the spring (new budgeting)
- Off-book programs continue to be a topic of discussion
- College accreditation is scheduled 08-09 (concerns: funded about ½ avg. than our peers; and faculty size is down 9-12 academically qualified faculty)
- DBA Program will be discussed at a later meeting date
- European University joint global MBA (to be considered)
- Graduate Studies Bldg (received preliminary proposals on what it will look like between bryan hall; university avenue)
- Development plan (School of business; UG programs seeking donor)

A motion was made and seconded to adjourn the faculty meeting.

GRADUATE FACULTY MEETING  
MINUTES

1. A motion was made to approve the May 12, 2006 Graduate Faculty Minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.
2. Other - n/a
3. Dean's Report – n/a



# UNIVERSITY OF FLORIDA

Warrington College of Business Administration  
Center for Management Communication

125 Bryan Hall; PO Box 117150  
Gainesville, Florida 32611-7150  
Tele: (352) 392-8436 X 1263; Fax: (352) 392-1043

September 27, 2006

Professor Richard J. Lutz  
Undergraduate Committee Chair  
206 Bryan Hall  
P.O. Box 117155  
Gainesville, Florida 32611-7155

Dear Dr. Lutz:

I am writing in support of Dr. Sean Limon's submission for acceptance of Professional Speaking in Business as a new course. Dr. Limon is currently teaching this as a pilot course, GEB 4930, to a small section (37 students), and he intends to teach this course in the future as a multi-section workshop course with a central lecture.

Professional Speaking in Business is one of the Center for Management Communication's initiatives to improve our undergraduate students' business communication skills. In addition to the results of the 2005-2006 Educational Benchmarking Institutional survey, feedback from employers and alumni indicates that our students lack the ability and confidence to tackle daily workplace communication situations. Currently, business students have to take any oral communication courses outside the college, such courses are already oversubscribed, and none of these courses are specifically focused on the communication demands and expectations of the business world. In Professional Speaking in Business, students will learn how to deploy interpersonal and intercultural communication strategies successfully in business situations, and students will also get many opportunities to give a variety of professional presentations, both individually and in teams.

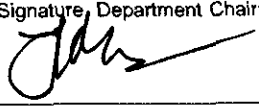
Ultimately, we would like to be able to offer sufficient undergraduate communication courses that our students could earn a Minor in Business Communication. Professional Speaking in Business is one of the early steps forward in this process, and we hope you will support the creation of this new course.

Sincerely,

A handwritten signature in black ink, appearing to read "Fiona R. Barnes".

Fiona R. Barnes, Director  
Center for Management Communication

**PART 1: TO BE COMPLETED BY THE INSTITUTION**

Institution Name: <b>University of Florida</b>	Institutional Code: <b>001535</b>	Instructional Unit or Department Name, Department Code and SAMAS Number: <b>Business Administration General, 011701000</b>
Recommended SCNS Course Identification:		
Discipline (SMA) <b>1 5 5</b>	Prefix <b>G E B</b>	Level <b>3</b> Course Number <b>2 1 4</b> Lab Code <b>C</b>
Institution's Course Title: <b>Professional Speaking in Business</b>		
Effective Term (month and year course will first be offered): <b>January, 2007</b>		
Amount of Credit: <b>3</b>	If Repeatable Credit or Variable Credit: _____ total repeatable credit allowed _____ minimum / _____ maximum credit within a semester	
Total Clock Hours: <b>N/A</b>	Contact hour base <b>3</b> or Headcount _____	
Course Description (attach a course syllabus): <b>Designed to teach business students fundamental oral communication skills necessary for succeeding in a business setting, including presentations and speeches, interpersonal skills, and interviewing.</b>		Mark all that apply: Rotating Topic <input type="checkbox"/> yes <input checked="" type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Prerequisites: (This form does not update ISIS or registration prerequisite checking.) <b>N/A None</b>		
Corequisites: <b>None</b>		
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Degree Type (Mark all that apply.): <input type="checkbox"/> Associate of Arts <input checked="" type="checkbox"/> Baccalaureate <input type="checkbox"/> Graduate Study <input type="checkbox"/> Other (specify): _____		
Category of Instruction: <input checked="" type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Department Contact, Telephone Number and PO Box: <b>M. Sean Limon, 392-8436 X1266, 117150</b>	(Date) <b>9-20-2006</b>	Signature, Department Chair:  (Date) <b>9/27/06</b>
College Contact, Telephone Number and PO Box:	(Date)	Signature, College Dean: (Date)
Signature, Graduate Dean (if applicable):	(Date)	Signature, Registrar (institutional contact): (Date)

**PART 2: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE**

Approved Course Classification (Prefix, Number, Lab Code):	
If not the same as recommended by institution, please explain:	
SCNS Course Title (if new):	
Decade Title (if new):	
Century Title (if new):	
Signature, Faculty Discipline Committee Representative:	Date:

**PART 3: SCNS STAFF USE ONLY**

Signature, SCNS Staff	Date Entered	Correspondence Number
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## GEB 3214: Professional Speaking in Business

Instructor	Dr. M. Sean Limon
Office	125 Bryan Hall
Telephone Number	392-8436 X1266
Electronic Mail	sean.limon@cba.ufl.edu
Office Hours	Tuesdays and Thursdays, 9:15a.m.-10:15a.m., 1p.m.-2p.m., and by appointment.
TA:	

### ***Required Text***

Adler, R. B., & Elmhorst, J. M. (2005). *Communicating at work: Principles and practices for business and the professions* (8th ed.). New York: McGraw-Hill.

### ***Course Overview:***

Oral communication skills are an important part of today's professional environment. Employers consider an employee's ability to orally communicate his or her thoughts and ideas in a concise and articulate manner as one of the most important skills they can possess. From the interview process, to interpersonally communicating everyday in the office, to delivering formal and informal presentations, what we say and how we say it impacts how others perceive us at work, which can have a tremendous influence on our career trajectory. This course focuses on teaching students the communication skills that are integral to being successful in the business world. Students are taught communication skills for interviewing, formal and informal speaking and presentations, interpersonal conflict, and communicating with a diverse audience. In addition, students will have the opportunity to practice newly acquired skills through exercises and formal class presentations. By the end of the course, participants will have the oral competencies to communicate effectively at work.

### ***Objectives:***

Through successful completion of GEB 4930, students will be able to

1. Demonstrate how to deliver effective presentations and speeches.
2. Identify important elements when interviewing for a job.
3. Explain the role of communication in the workplace.
4. Work with others from a diverse background.
5. Handle conflict situations in the workplace.
6. Listen competently.

### ***Evaluation***

You will be evaluated based on your performance on examinations, speeches and presentations, group projects, exercises, participation, and other assignments.

Examinations will take various forms and can be multiple choice, essay, listing, or a combination of any of the three. Quizzes and examinations are based on any lecture, assigned reading, or discussion in class. **THERE ARE NO MAKE-UP EXAMS; THEREFORE, YOUR ATTENDANCE ON EXAM DAY IS REQUIRED.**

Participation is also a part of your evaluation. Participation is evaluated by how well prepared you are when asked a question related to the assigned reading, and your participation in exercises. If you are prepared, participation will not negatively affect your grade. If you are consistently unprepared to answer questions posed to you that are related to the reading, or not there to answer them at all, or not present to participate in assigned exercises, you could be deducted up to 50 points from your final grade. Additionally, participation is also evaluated by how respectful you are in class. If not respectful, you can adversely affect your grade. Being disrespectful includes, but is not limited to, talking while I am talking, falling asleep in class, reading something other than what I have assigned for you to read during class, or being disruptive to me, or the class, in any manner. Finally, **TURN OFF ALL CELL PHONES!!!!!!!**

Throughout the semester, there may be various other assignments not listed that you are responsible for completing, and those assignments affect your grade. Those assignments will be announced in class.

When completing your work, be mindful of what A, B, C, D and F work represents, for this is how your assignments will be graded. An “A” means that your work is superior and excellent. You have fulfilled the assignment perfectly, and done so in a manner that is outstanding. A “B” means that your work is above average. Your work is similar to an A, but it falls short of being outstanding in some areas. A “C” means that your work is average. Although the work might be decent, it is not spectacular and has not met some of the standards the assignment calls for. A “D” means below average work. Much or most of the work is unacceptable, but some of it demonstrates the general idea. An “F” means that the work is unacceptable.

Note that nowhere is there a grade for effort. It is true there is a substantial relationship between how much effort one puts into an assignment and one’s grade, but it is not always a positive one. Sometimes a person works hard but still did not meet the objective or worked hard at something incorrectly, leading to undesirable results. You are evaluated on your execution of the project, not effort.

The points for each assignment are presented in Table 1.

Table 1  
Weighting of Assignments

Evaluation*	Points
Exam 1	100
Exam 2	100
Team Presentation	100
Informative Speech	100
Persuasive Speech	100
Exercises (in class)	70
Total	570

\*Subject to change- items may be added or deleted.

A= 90%, B+= 85%-89%, B= 80%-84%, C+= 75%-79%, C= 70%-74%, D+= 65%-69%, D= 60-64%, E= 59% and below.

### ***Course Policies***

**FAILURE TO COMPLETE ASSIGNMENTS:** Generally, I do **not** give make-up examinations, accept late work, or give incompletes. I realize that in **rare cases** they are necessary, and it is at my discretion if there will be a make-up exam, late work accepted or an incomplete given. If circumstances should arise that cause you to miss an examination, submit a paper late, or need an incomplete, then it is your responsibility to contact me and make the request. In the absence of a request you will receive a zero on the examination or the paper, and receive a grade in lieu of the incomplete. I very much dislike dealing with make-up exams and late work, particularly because of the excuses that accompany these requests. Excuses such as “something was wrong with the printer” or “something was wrong with the disk” are not legitimate excuses. I will make the final decision for what is a legitimate excuse. In sum, **turn everything in on time and there will not be any problems.**

**COURTESY:** I expect polite behavior in this class, and that you treat others (including me) with respect, dignity, and consideration. When I am speaking, do not have a discussion with others. When others are speaking or asking questions, be polite, listen and do not create an environment where anyone is afraid to ask questions. If you are engaging in any type of behavior that is deemed disruptive or disrespectful by the instructor, you may be asked and required to leave for the rest of that class period.

### ***Attendance***

It is your responsibility to attend class. Failure to attend class for in-class assignments and/or exercises results in a zero for that assignment.

### ***Academic Honesty***

University policy requires that we remind you of the common sense values embodied in the University Honor Code. We assume that you are all familiar with the policy on academic honesty as stated at <http://www.reg.ufl.edu/01-02->

catalog/student life/. It will be assumed that the following pledge will pertain to all work you submit in this and all courses at UF: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

***Students with Physical Disabilities***

The classrooms used for your class should prove effectively accessible, but please let your instructor know if you require any special accommodations. The official statement on ADA issues states: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation." Moreover, please rest assured that your instructors will do everything they can to support your individual needs and concerns.

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**Tentative Schedule (Subject to change)**

Week 1	Overview Ch. 1
Week 2	Ch. 1 cont. Presentation skills (ch. 10, 11, and pp. 370-379)
Week 3	Presentation skills cont. (ch. 13, pp. 379-399)
Week 4	Presentation skills cont.
Week 5	Review presentation skills Team presentations
Week 6	Team presentations
Week 7	Finish team presentations Exam 1
Week 8	Interviewing (chs. 6 & 7)
Week 9	Interviewing cont. Interpersonal skills (ch. 5)
Week 10	Interpersonal skills cont. Informative speeches
Week 11	Informative speeches
Week 12	Finish informative speeches Culture and diversity (ch. 2)
Week 13	Persuasive speaking Listening (ch. 4)
Week 14	Listening cont.



Persuasive speeches

Week 15      Persuasive speeches

Week 16      Finish persuasive speeches

Finals Week   Exam 2-



Warrington College of Business  
Department of Finance, Insurance & Real Estate

321 Stuzin Hall  
PO Box 117168  
Gainesville, FL 32611-7168  
352-392-0153  
352-392-0301 Fax

October 17, 2006

MEMORANDUM

TO: W. Andrew McCollough  
FROM: Michael D. Ryngaert, Chairman *MR*  
SUBJECT: New undergraduate finance course

The Department of Finance, Insurance and Real Estate unanimously voted to approve a new finance course. Please find attached the UCC1 form and syllabus for FIN 4959 to be forwarded to the appropriate committee.

FIN 4959- Honors Finance

If you have any questions, please do not hesitate to contact me at 392-0153.

MDR/dh

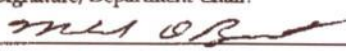
cc: Sharon Haughton

Attachments

# NEW COURSE TRANSMITTAL FORM

(See instructions on reverse side)

## PART I: TO BE COMPLETED BY THE INSTITUTION

Institution Name: <b>University of Florida</b>		Institutional Code: <b>001535</b>	Instructional Unit or Department Name, Department Code and SAMAS Number: <b>Finance, Insurance &amp; Real Estate</b>	
Recommended SCNS Course Identification: Discipline (SMA) <b>1 3 1</b> Prefix <b>F I N</b> Level <b>4</b> Course Number <b>9 5 9</b> Lab Code _____				
Institution's Course Title: <b>Honors Finance</b>				
Effective Term (first date course will be offered): <b>Spring 2007</b>				
Amount of Credit: <b>02</b>		Type of Credit: <input checked="" type="checkbox"/> College	If Repeatable Credit or Variable Credit: <b>6</b> total repeatable credit allowed <b>2</b> minimum / <b>2</b> maximum credit within a semester	
Total Clock Hours: <b>N/A</b>		Contact Hour Base <b>2</b> or head count _____		
Course Description (A course syllabus must be attached.): <b>Course of variable content providing an opportunity for the study in depth of topics not offered.</b>			Mark all that apply: Rotating Topic <input checked="" type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Repeatable for Credit <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Prerequisites: (This form does not update ISIS or registration prerequisite checking.) <b>An "A" grade in FIN 3403-Business Fin</b>				
Corequisites: <b>n/a</b>				
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Degree Type (Mark all that apply): <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Graduate Students <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Other (specify): <b>undergrad</b>		Gordon Rule Course? <i>Requires action by the General Education Council</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Words _____		
General Education Requirement (check all applicable): <i>Requires action by the General Education Council</i>		<input type="checkbox"/> Communications <input type="checkbox"/> Math <input type="checkbox"/> Social Sciences <input type="checkbox"/> Humanities <input type="checkbox"/> Natural Science		
Category of Instruction: <input type="checkbox"/> Introductory <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced				
Department Contact, Telephone Number and PO Box: <b>Debbie Himes, 2-0153, PO 117168</b>		(Date) <b>9/7/2006</b>	Signature, Department Chair:  (Date) <b>10-17-06</b>	
College Contact, Telephone Number and PO Box: <b>Sharon Haughton 2-8435x1225PO117 50</b>		(Date)	Signature, College Dean: (Date)	
Signature, Graduate Dean (if applicable):		(Date)	Signature, Registrar (Institutional Contact): (Date)	

## PART II: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code):

If not the same as recommended by institution, please explain:

SCNS Course Title (if new): \_\_\_\_\_  
Decade Title (if new): \_\_\_\_\_  
Century Title (if new): \_\_\_\_\_  
Signature, Faculty Discipline Committee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Correspondence Number: \_\_\_\_\_

FIN 4959

Honors Finance

Sample Syllabus

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INSTRUCTOR / CLASS:

Dr. T. Craig Tapley  
Graham-Buffett Senior Lecturer of Finance

Section: 9491  
Class Time: Tuesdays, Periods 3-4 (9:35 p.m. – 11:30 p.m.)  
Room: 114 Matherly Hall

Class Webpage: <http://vista.courses.ufl.edu/>

CONTACT INFORMATION:

Office: 310 David Stuzin Hall  
Phone: (352) 392-6654  
Fax: (352) 392-5237  
E-Mail: [ctapley@ufl.edu](mailto:ctapley@ufl.edu)

Office Hours: Wednesday, 1:00 p.m. - 3:00 p.m.  
Thursday, 10:30 a.m. - 12:00 p.m.

PREREQUISITES:

Admission to this class is limited to those students selected as teaching assistants for Fin 3403. To be selected, a student must be majoring in finance, or related fields, have an outstanding academic record, and have received an A in FIN 3403. Grades of A in other finance classes that the student has taken are expected. Extracurricular activities, strong interpersonal skills, and evidence of leadership are expected. A personal interview with the selection committee is required.

OVERVIEW:

A primary goal of this class is to better equip students with the knowledge and skills that they will need to successfully complete their jobs as teaching assistants for FIN 3403, and also to give them an edge in their future careers: development of quantitative skills, interpersonal skills, oral presentation skills, and written communication skills, all of



which are highly valued by corporate recruiters. For example, we will be interacting with faculty members from the college's Business Communication Center, who will discuss effective business writing and communications skills. As part of the process, they will be teaching you how to identify good writing so that you can then grade your students' written assignments: this should also help you when writing your research reports.

Another goal is to expose our best students to senior faculty within the Finance, Insurance, and Real Estate department and to professionals in the field. I have arranged for some of our senior faculty to come in as guest speakers and to talk about their areas of interest. This has been one of the favorite activities of students in the past and I expect everyone to attend, be prepared, and ask good questions. There is also a requirement that you attend presentations by at least two outside speakers, either through the Professional Speakers Series run by the department (we will keep you informed of speakers and dates), or through the Faculty Seminar Series, which features faculty presenting some of their cutting-edge research: seminars are usually scheduled for Friday mornings from 9:00 - 10:30 a.m.

A final goal is to help you learn about current research trends within finance, to develop your own research agenda, to gain more focused knowledge of a topic within finance, and to learn how to do collaborative research. To that end:

1. Each semester an overall research theme will be chosen for the class. This semester the theme is "Emerging Markets" -- see the class website for a paper provided by Professor Naranjo: "Emerging Markets Finance", Geert Bekaert and Campbell R. Harvey, Version: December 10, 2002.
2. The class will be divided into teams of 4-5 students and each team will be required to select a topic of interest within the overall theme (e.g., exchange rates, hedging, development, micro-finance, cost of capital, diversification, etc.) and then research this topic.
3. Student teams are then expected to write a 20-25 page paper on this topic, with each student taking responsibility for a sub-topic.

[Note: one of the hardest tasks you will have is learning how to integrate the separate aspects of your research into a single, well-written paper. However, this is exactly what is required when working on collaborative team projects in the business world.]

4. All teams will present a short summary of their research results at the end of the term to both the students in this class and selected faculty from the department.
5. All papers will then be combined into a single report and will constitute the Honors Finance Research Report for that term.

Students who successfully complete this course, and meet all of their responsibilities as a teaching assistant for FIN 3403, will be designated by the department and the college as Warrington Finance Scholars.

## RESPONSIBILITIES OF FIN 3403 TEACHING ASSISTANTS:

Students in the introductory FIN 3403 class are divided into small groups of 30-40 students and assigned a Primary TA as their group leader for the entire term. A major component of FIN 3403 is the responsibilities given to and expected of the teaching assistants.

As a TA, your responsibilities include:

1. TA's will discuss with the instructor feedback they are receiving from students; discuss criteria for grading assignments; help determine assignments/exercises for the discussion groups on an ongoing basis; and help determine future projects.
2. TA's will mentor, facilitate, and monitor the activities of their discussion group and determine the scores each student will receive for participation in the graded assignment discussion boards.
3. TA's will determine the acceptability of course projects submitted by students working to earn an A for the course.
4. TA's will respond to e-mails or discussion group postings from members of their discussion group concerning questions the students may have about the class or material being covered in the class.
5. Each TA will hold 2-3 hours of office hours each week: TA's are encouraged to develop a professional relationship with the members of their discussion group and meet/interact with students as needed.
6. TA's will hold live exam review sessions for the members of their discussion group during the week prior to each exam.
7. TA's will help to proctor the exams and students will be assigned to exam rooms based on their TA assignment, rather than the first letter of their last name.

## GRADING:

Grades in FIN 4959 will be based on the following:

Attendance and Interaction in FIN 4959	10%
Professional Speakers / Faculty Seminar Series	10%
TA Responsibilities	30%
Written Research Report	50%
	<u>100%</u>



## TENTATIVE SCHEDULE:

Week One		
Date	Day	Assignment / Activity
8/21/2006	Monday	
8/22/2006	Tuesday	
8/23/2006	Wednesday	University: Start of Classes
8/24/2006	Thursday	
8/25/2006	Friday	

Week Two		
8/28/2006	Monday	
8/29/2006	Tuesday	FIN 4959: Introduction, Pictures, etc.
8/30/2006	Wednesday	
8/31/2006	Thursday	
9/1/2006	Friday	

Week Three		
9/4/2006	Monday	University: Labor Day - No Classes
9/5/2006	Tuesday	FIN 4959: Public Speaking and Effective Writing: Dr. Fiona Barnes, Director of Business Communication, and Dr. Sean Limon, Communications Lecturer, Warrington College of Business
9/6/2006	Wednesday	
9/7/2006	Thursday	
9/8/2006	Friday	

Week Four		
9/11/2006	Monday	
9/12/2006	Tuesday	FIN 4959: Presentation of Review Problems for Exam
9/13/2006	Wednesday	
9/14/2006	Thursday	FIN 4959: TA Exam Reviews
9/15/2006	Friday	FIN 4959: TA Exam Reviews

Week Five		
9/18/2006	Monday	
9/19/2006	Tuesday	FIN 4959: Proctor FIN 3403 Exam 1 (8:20-10:20 PM)
9/20/2006	Wednesday	
9/21/2006	Thursday	
9/22/2006	Friday	



Week Six		
9/25/2006	Monday	
9/26/2006	Tuesday	FIN 4959: Interviews and Resumes: Dr. Ed Smallman, Associate Director for Career Services, Warrington College of Business
9/27/2006	Wednesday	FIN 3403: Discussion Board 1 Closes
9/28/2006	Thursday	
9/29/2006	Friday	

Week Seven		
10/2/2006	Monday	FIN 4959: Grades Due for FIN 3403 Discussion Board 1
10/3/2006	Tuesday	FIN 4959: Guest Speaker: Dr. Michael Ryngaert, Graham-Buffett Professor and Chair, Department of Finance, Insurance, and Real Estate
10/4/2006	Wednesday	FIN 3403: Part 1 of Course Project Closes
10/4/2006	Wednesday	
10/5/2006	Thursday	
10/6/2006	Friday	University: Homecoming - No Classes

Week Eight		
10/9/2006	Monday	
10/10/2006	Tuesday	FIN 4959: Presentation of Review Problems for Exam
10/11/2006	Wednesday	FIN 4959: Grades Due for FIN 3403 Part 1 of Course Project
10/12/2006	Thursday	FIN 4959: TA Exam Reviews
10/13/2006	Friday	FIN 4959: TA Exam Reviews

Week Nine		
10/16/2006	Monday	
10/17/2006	Tuesday	FIN 4959: Proctor FIN 3403 Exam 2 (8:20-10:20 PM)
10/18/2006	Wednesday	
10/19/2006	Thursday	
10/20/2006	Friday	

Week Ten		
10/23/2006	Monday	
10/24/2006	Tuesday	FIN 4959: Guest Speaker: Dr. Joel Houston, Bank of America Professor
10/25/2006	Wednesday	FIN 3403: Discussion Board 2 Closes
10/26/2006	Thursday	
10/27/2006	Friday	



Week Eleven		
10/30/2006	Monday	FIN 4959: Grades Due for FIN 3403 Discussion Board 2
10/31/2006	Tuesday	FIN 4959: Guest Speaker: Dr. Jay Ritter, Joe B. Cordell Eminent Scholar in Finance
11/1/2006	Wednesday	
11/2/2006	Thursday	
11/3/2006	Friday	

Week Twelve		
11/6/2006	Monday	
11/7/2006	Tuesday	FIN 4959: Presentation of Review Problems for Exam
11/8/2006	Wednesday	FIN 4959: TA Exam Reviews
11/9/2006	Thursday	FIN 4959: TA Exam Reviews
11/10/2006	Friday	University: Veteran's Day - No Classes

Week Thirteen		
11/13/2006	Monday	
11/14/2006	Tuesday	FIN 4959: Proctor FIN 3403 Exam 3 (8:20-10:20 PM)
11/15/2006	Wednesday	
11/16/2006	Thursday	
11/17/2006	Friday	FIN 3403: Part 2 of Course Project Closes

Week Fourteen		
11/20/2006	Monday	
11/21/2006	Tuesday	FIN 4959: Guest Speaker: Dr. David Brown, Bank of America Professor and Graduate Coordinator, Masters of Science (Finance) Program
11/22/2006	Wednesday	FIN 4959: Grades for Part 2 of Course Project Due
11/23/2006	Thursday	University: Thanksgiving - No Classes
11/24/2006	Friday	University: Thanksgiving - No Classes

Week Fifteen		
11/27/2006	Monday	
11/28/2006	Tuesday	FIN 4959: Student Presentations of Research Papers
11/29/2006	Wednesday	FIN 3403: Discussion Board 3 Closes
11/30/2006	Thursday	
12/1/2006	Friday	

Week Sixteen		
12/4/2006	Monday	FIN 4959: Grades Due for FIN 3403 Discussion Board 2
12/5/2006	Tuesday	FIN 4959: Presentation of Review Problems for Exam
12/6/2006	Wednesday	University: End of Classes
12/7/2006	Thursday	FIN 4959: TA Exam Reviews
12/8/2006	Friday	FIN 4959: TA Exam Reviews

Week Seventeen - Final Exams		
12/9/2006	Saturday	
12/10/2006	Sunday	
12/11/2006	Monday	
12/12/2006	Tuesday	FIN 4959: Proctor FIN 3403 Exam 4 (7:30-9:30 AM)
12/13/2006	Wednesday	
12/14/2006	Thursday	
12/15/2006	Friday	

**BYLAWS OF THE FACULTY  
OF THE  
WARRINGTON COLLEGE OF BUSINESS ADMINISTRATION  
UNIVERSITY OF FLORIDA**

**Adopted by the Faculty**

**May 21, 1988**

**Revised September 7, 1988**

**Revised May 28, 1989**

**Revised November 21, 1996**

**Revised April 2001**

**Revised September 2002**

**November 2002**

**July 2003 (updated for institutional consistency)**

**October 2006**

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## 1. **COLLEGE ORGANIZATION AND PURPOSE**

- 1.1 The Warrington College of Business Administration is one of the basic degree-granting units of the University of Florida.
- 1.2 The mission of the Warrington College of Business Administration is:  
  
To serve students, businesses, alumni, and government by providing educational and research programs that enhance leadership and competence among business people and provide solutions for important business problems. We accomplish this mission by generating new knowledge through our research and disseminating knowledge to our students and alumni as well as the academic and business communities of the world.
- 1.3 The academic units of the College are: The Fisher School of Accounting; and the departments of Decision and Information Science; Economics; Finance, Insurance and Real Estate; Management; and Marketing.
- 1.4 The chief executive administrative officer of the College shall be the Dean, who is responsible to the President of the University for administration of the College and shall be the agent of the faculty for the execution of education policy.
- 1.5 The Dean may appoint such associate and assistant deans, directors and assistants as he deems necessary to the effective accomplishment of his goals, subject to the approval of the President and the Board of Trustees. The Dean may establish, with approval of appropriate officers of the University, Centers that further the research, teaching and service mission of the College.

## 2. **THE FACULTY OF THE WARRINGTON COLLEGE OF BUSINESS ADMINISTRATION**

### 2.1 Composition

The faculty of the College shall consist of all members who hold the ranks of lecturer or above, or the equivalent, in academic ranks in the academic units of the College; non-teaching officers of research or extension who hold the rank or rank-equivalent of lecturer or higher in the College; members of the faculty of another college who teach regularly in the College as part of their duties, when so appointed by specific action of the deans concerned; and the Dean, Associate Deans, Assistant Deans, of the College and the President of the University, as voting exofficio members

### 2.2 Appointment of Faculty Members

Nominations for the appointment of faculty members shall be made by the academic unit heads and shall be submitted to the Dean for approval or rejection. In the event of approval, the nomination should be transmitted to the President.

### 2.3 Recommendation for Promotion and/or Tenure of Faculty Members

Recommendations for promotion and/or tenure of faculty members shall be made in accordance with, and policies outlined in, the University of Florida Constitution, Senate Bylaws, Warrington College of Business Administration Guidelines, Fisher School of Accounting Guidelines.

### 2.4 Academic Programs

Subject to the limitations of higher approval, the faculty of the College shall exercise control over the academic affairs of the College. These are defined to include:

- (a) requirements for admission and graduation;
- (b) form of degrees to be conferred;
- (c) arrangement and content of the curricula;
- (d) recommendations of students who are to be granted degrees.

The faculty of the Fisher School of Accounting shall exercise control over (a), (b), (c), and (d) with respect to the undergraduate and masters degree programs of the School.

## 3. **THE GRADUATE FACULTY**

### 3.1 Graduate Programs in Business Administration

The Graduate Faculty of the College is known collectively as Graduate Programs in Business Administration.

### 3.2 Composition

All members of the faculty of the Warrington College of Business Administration who have been appointed by the Graduate School to membership in the Graduate Faculty of the University shall be considered members of the Graduate Faculty and Graduate Programs in Business Administration.

### 3.3 Duties

The Graduate Faculty of the Warrington College of Business Administration shall have all powers and duties relating to graduate students and programs that the College faculty has with respect to undergraduate students and programs under these bylaws and in cooperation with the Graduate School of the University of Florida.

## 4. **UNIT ORGANIZATION**

#### 4.1 Definition

The department is the fundamental unit of academic administration within the College, as it is within the University. The head of a department is a chair. A school shall be a unit subordinate to a college and is organized for a special program of studies. The head of a school is a director. Academic unit heads are subject to the supervision of the Dean of the College.

4.2 The academic unit head is to be nominated by the Dean of the College after consultation with a committee of the unit elected by its tenured members. The academic unit head shall be responsible for budgetary matters, physical facilities and personnel matters in their jurisdiction, in consultation with their faculty, and shall call such meetings as are necessary for the faculty to exercise its general responsibility for the academic program as provided in Section 4.5 below.

4.3 In conjunction with the periodic evaluation of academic units, called for by the University of Florida Constitution (Article IV, Section 3 [D]), the Dean shall consult members (defined in section 4.4 below) of each academic unit, individually and confidentially, for an opinion on the continuance of its academic unit head. This consultation shall take place at intervals concurrent with the term of appointment of the academic unit head. An academic unit head shall be appointed by the Dean for terms of from three to five years.

#### 4.4 Members of Academic Unit Faculty

The members of an academic unit shall be all those faculty members who hold the rank of lecturer or higher in the academic unit budget and such other persons who teach in or do research in the academic unit and are accepted by academic unit vote.

#### 4.5 Program

The program of an academic unit shall be conducted by the faculty through an academic unit head who shall have general responsibility for the teaching, research and service activities of the unit.

### 5. MEETINGS OF THE FACULTY

5.1 The Dean, or such person as the Dean shall designate, shall preside at all faculty meetings.

5.2 A member the Dean's administrative staff shall serve as secretary to the faculty and shall keep a permanent record of its proceedings. Draft minutes shall be circulated to members of the faculty for consideration at a subsequent faculty meeting and are subject to approval by the faculty at the subsequent meeting. The faculty shall elect annually a parliamentarian for the faculty meetings.



- 5.3 Both the College faculty and the Graduate Faculty shall meet in separate meetings at least once each semester, excluding the summer semester. Faculty meetings shall be called by the Dean with advance notice of at least ten working days or by the Faculty Advisory Committee with advance notice of at least ten working days. Faculty members and faculty committees may request items to be placed on the agenda in the form of a written request to the Dean. Such requests must be made at least five working days prior to the meeting. Curriculum changes must have been considered by the appropriate committee in order to be placed on the agenda. Written copies of the proposed changes in curriculum must be distributed to the faculty at least five working days in advance of each meeting.
- 5.4 A quorum shall consist of one third of the voting faculty members in residence. The absence of a quorum does not invalidate actions of the faculty in an otherwise regular faculty meeting unless a call for quorum count is made by a faculty member in attendance at the meeting and an objection is raised in the meeting to an action to be taken in the absence of a quorum. The quorum call and objection must be made prior to vote on the item. In the event of a quorum call and a failed quorum, the faculty cannot take valid action on the item that is the subject of the call and objection.
- 5.5 Voting shall be limited to the faculty of the College. No one who is a candidate for an advanced degree in the College is entitled to vote.
- 5.6 Roberts' Rules of Order shall guide the conduct of faculty meetings. The presider of the meeting, on the advice of the parliamentarian, will rule on any point of order raised in the meeting.
- 5.7 An agenda shall be prepared and circulated at least five working days in advance of each meeting. By a vote of two-thirds of the faculty members in attendance, non-agenda items may be added and discussed, but no action may be taken on these items. These non-agenda items must be available in writing and be distributed at the beginning of the meeting. However, no new degree programs, new concentrations in existing degree programs, or curriculum changes shall be considered as non-agenda items by the faculty.
- 5.8 When circumstances warrant, at the discretion of the dean or a majority of the Faculty Advisory Committee, the faculty of the College may vote by email. The faculty must be given a period of five days to vote. If any member of the faculty raises an objection to an email vote, the issue must be voted upon at a meeting of the faculty of the College.

## 6. **EXECUTIVE SUMMARY OF ADMINISTRATORS' MEETINGS**

- 6.1 The Dean, Associate Deans, and Academic Unit Heads will meet at least twice each semester. The Dean or his designee will prepare a summary of each meeting and distribute it to the faculty.

## 7. **COMMITTEES**



- 7.1 There shall be the following standing committees of the College and Graduate faculty.

College Welfare Committee  
Faculty Advisory Committee  
Information Resources Committee  
Master of Business Administration (MBA) Committee  
Ph.D. Committee  
Promotion and Tenure Committee  
Research Committee  
Specialized Graduate Programs Committee  
Teaching Committee  
Undergraduate Committee

For matters relating to the undergraduate and masters level academic programs of the Fisher School of Accounting, the functions of the above committees shall be performed by committees of the faculty of the Fisher School of Accounting.

- 7.2 Faculty members will be appointed to the University Senate, Sabbatical Evaluation Committee, search committees, and other university-directed committees, as directed by the appropriate university authorities.
- 7.3 Unless otherwise stated, faculty appointments to committees with terms greater than one year will be staggered.

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

## **COLLEGE WELFARE COMMITTEE**

Membership:	Ten members: one from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; and one undergraduate student, one MBA student and one Ph.D. student, appointed by the Dean.
Chair:	Faculty member elected by the committee.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for faculty members. One year for student members.
Purpose and Function:	To advise and recommend policy on matters related to minority affairs.
Regular Meetings:	None.
Other Meetings:	When called by Chair with reasonable notice to members.
Agenda:	Prepared by Chair, made available to members prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting of the Committee and, when the minutes have been approved by the Committee, will distribute them to the Dean, Committee members, and to all members of the faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and to all members of the faculty.
Resources Available:	Office of the Dean.

## **FACULTY ADVISORY COMMITTEE**

Membership:	Twelve members, two members from each of the academic units, will be elected by the faculty. Membership is restricted to tenured faculty. Faculty members in dean, director, or academic unit head positions are not eligible. All faculty members eligible to vote in a faculty meeting are eligible to vote for the membership from their academic unit. Ballots will be distributed by the Dean's office and voting will be by secret ballot.
Chair:	Elected by the Committee for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Term of Membership:	All members shall serve a two-year term. Terms will be staggered. Each year, six members will be elected. An eligible faculty member may serve no more than two consecutive terms, but is otherwise eligible for service at any time.
Purpose and Function:	<p>To serve as an elected representative body of the faculty with elected leadership. The FAC is charged, together with the Dean, with 1) developing and overseeing the implementation of shared governance in the College; 2) developing, with the College administration, the continuing strategic plan of the College; and 3) periodic evaluation of the effectiveness of shared governance in the College. In addition, the FAC provides a forum for advice to and consultation with the Dean regarding College policies.</p> <p>In addition, the committee advises and recommends policy to the College administration and faculty on matters related to the overall welfare of the faculty, students, and administrators of the College. This charge includes, but is not limited to, consideration of means to foster freedom of academic inquiry and expression, equity, and academic ethics in the common life of the College and its members.</p> <p>On a majority vote of the committee, the chair may call a general meeting of the faculty.</p>
Regular Meetings:	One per month during the academic year at a regularly scheduled time.
Other Meetings:	When called by the Chair with reasonable notice to members.
Minutes:	The secretary shall prepare minutes of each Committee meeting and, when the minutes have been approved by the Committee, shall distribute the minutes to the Dean and to the faculty.

Other: The Chair will prepare an annual report of the work done by the committee and will distribute the report to the Dean and to the faculty.

Resources Available: Office of the Dean

## **INFORMATION RESOURCES COMMITTEE**

Membership:	Seven members: one from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; and the Director of Information Technology (non-voting).
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years.
Purpose and Function:	To enhance the acquisition and use of information and communications resources, including computer databases and technology, library resources, and telecommunications.
Regular Meetings:	None.
Other Meetings:	When called by the Chair with one week notice to members.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, will distribute the minutes to the Dean and to the faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and to all members of the faculty.
Resources Available:	Office of the Senior Associate Dean

## **MASTER OF BUSINESS ADMINISTRATION (MBA) COMMITTEE**

Membership:	Eight members: one member of the graduate faculty from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; and the Director of the MBA Program, non-voting.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for each faculty member.
Purpose and Function:	The MBA Committee oversees the development, management, and review of all important aspects of the MBA Programs. Specific activities include (but are not limited to) course and program development, curriculum, formulation of student admission and placement strategies, student relations, and budgets. The committee will make recommendations to the Dean, Program Director, and CBA faculty regarding all significant aspects of the MBA programs. The committee recommends to the faculty new courses or courses to be discontinued and minimum admissions and degree requirements for the MBA degree.
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, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting of the Committee and, when the minutes have been approved by the Committee, will distribute them to the Dean, Committee members, and to all members of the faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute the report to the Dean and to all members of the faculty.
Resources Available:	Office of the Director of the MBA program.

## **Ph.D. COMMITTEE**

Membership:	Seven members: one graduate faculty member from each academic unit selected in a manner determined by the faculty of each academic unit; and a chairperson.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for faculty members.
Purpose and Function:	Responsible for overseeing the development, management, and review of the Ph.D. programs of the College. Specific activities include (but are not limited to) making recommendations to the Dean, the program directors, and the CBA faculty with respect to course and program development, formulation of admission and placement strategies, new courses and courses to be discontinued or courses to be discontinued, and policies related to budgeting.
Regular Meetings:	None.
Other Meetings:	When called by the Chair on one week's notice to members.
Agenda:	Prepared by Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall distribute the minutes to the Dean and to all members of the graduate faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and will distribute it to the Dean and to the faculty.
Resources Available:	Office of the Senior Associate Dean.

## **PROMOTION AND TENURE COMMITTEE**

Membership:	Six members: three elected by faculty; three appointed by the Dean. There shall be at least one faculty member from each academic unit on the committee. Tenured full professors, except heads of academic units, are eligible for membership. The Dean will call for nominations from the tenured or tenure-track faculty. Only tenured and tenure-track faculty members at the rank of assistant professor or higher are eligible to vote. Voting will be by secret ballot.
Chair:	Committee will select its own chairman annually.
Secretary:	Elected by the Committee.
Term of Membership:	All members shall serve a 3-year term. Terms will be staggered. Each year one member will be elected and one member will be appointed. An eligible faculty member may serve no more than two consecutive terms, but is otherwise eligible for service at any time.
Purpose and Function:	<p>To serve in a “fact-finding” capacity to assist the Dean in his evaluation of:</p> <ul style="list-style-type: none"><li>a) candidates for tenure and promotion, including candidates for new appointments of associate and full professor from academic units;</li><li>b) three-year reviews for progress toward tenure;</li><li>c) performance improvement plan as part of a sustained performance review;</li><li>d) candidates for salary pay plan adjustments.</li></ul>
Regular Meetings:	None.
Other Meetings:	When called by the Chair with one week's notice.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	Report sent to the Dean.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and to all members of the faculty.
Resources Available:	Office of the Dean.



## **RESEARCH COMMITTEE**

Membership:	Six members of the tenured faculty: three elected by majority from faculty nominations and voting will be by secret ballot; three appointed by the Dean. There shall be at least one faculty member from each academic unit on the committee. Tenured faculty members, except heads of academic units, are eligible for membership. Only tenured and tenure track faculty members at the rank of assistant professor or higher are eligible to vote.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years.
Purpose and Function:	The committee is charged with encouraging and aiding research; recommending criteria for the administration of research grants and programs, as requested; assisting in the selection of award recipients, as requested; identifying and/or evaluating recommendations for major interdisciplinary research initiatives for the College; soliciting and evaluating faculty research proposals for College research support. 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 at least one week's notice.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	The secretary will prepare minutes of each Committee meeting and, when the minutes have been approved by the Committee, shall distribute the minutes to the Dean and to all members of the faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute it to the Dean and to all members of the faculty.
Resources Available:	Office of the Senior Associate Dean

## **SPECIALIZED GRADUATE PROGRAMS COMMITTEE**

Membership:	Seven members: one member of the graduate faculty from each academic unit selected in a manner determined by the faculty of each academic unit; and a chairman.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for faculty members.
Purpose and Function:	Recommends to the faculty new courses or courses to be discontinued and minimum admission and degree requirements for masters degrees other than the MBA and the MAcc. These matters may originate with the Committee or reach the Committee through recommendations by academic units, other faculty committees, the student council, or individual faculty members or students.
Regular Meetings:	None.
Other Meetings:	When called by the Chair on one week's notice to members.
Agenda:	Prepared by Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, distribute the minutes to the Dean and to the faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and will distribute it to the Dean, to Committee members, and to all members of the faculty.

## **TEACHING COMMITTEE**

Membership:	Eight members: one from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; and two students, appointed by the Dean.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for faculty members. One year for student members.
Purpose and Function:	To encourage and aid quality teaching and to facilitate the evaluation of teaching.
Regular Meetings:	None.
Other Meetings:	When called by the Chair with reasonable notice to members.
Agenda:	Prepared by the Chair, made available to members prior to the meetings.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall distribute the minutes to the Dean, to the Committee members, and to all members of the faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean, to the Committee members, and to all members of the faculty.
Resources Available:	Secretarial resources of the academic units and the Copy Center of the Warrington College of Business Administration. Computer and Research Assistant time required to conduct analyses.

## **UNDERGRADUATE PROGRAMS COMMITTEE**

Membership:	Nine members: one faculty member from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; the Director of Undergraduate Programs (non-voting); and two students (non-voting), appointed by the Dean.
Chair:	Faculty member appointed by the Dean.
Secretary:	Elected by the Committee.
Term of Membership:	Two years for faculty members. One year for student members.
Function:	<p>The Undergraduate Programs Committee oversees the development, management, and review of all important aspects of the undergraduate degree programs. Specific activities include (but are not limited to) course and program development, curriculum, formulation of student admission and placement strategies, student relations, and budgets. The committee will make recommendations to the Dean, Director, and CBA faculty regarding all significant aspects of the undergraduate programs. The committee recommends to the faculty new courses or courses to be discontinued and minimum admissions and degree requirements for the BSBA and BABA degrees.</p> <p>Committees of the Fisher School of Accounting shall perform all of the above functions for the undergraduate programs of the Fisher School of Accounting.</p>
Regular Meetings:	None.
Other Meetings:	When called by the Chair with reasonable notice to members.
Agenda:	Prepared by the Chair, made available to members prior to the meetings.
Minutes:	The secretary shall prepare minutes of each meeting of the Committee and, when the minutes have been approved by the Committee, shall distribute the minutes to the Dean, to members of the Committee, and to all members of the faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute the report to the Dean and to all members of the faculty.
Resources Available:	Undergraduate Programs Office.

## **8. STUDENT COUNCIL**

The faculty of the College shall recognize an appropriately constituted student council (referred to as the Business Administration College Council) to set up formal regularized communication among the College's student body, faculty, and administration. The faculty of the Fisher School of Accounting shall recognize an appropriately constituted student council (referred to as the Fisher School of Accounting Council) to set up formal, regularized communication among the School's student body, faculty, and administration. Other academic units may recognize appropriately constituted student organizations to improve communications among students, faculty and administration.

## **9. INTERPRETATION AND AMENDMENTS**

9.1 The faculty, through action in regular or called meetings, shall by majority vote be the final authority on interpretation of these bylaws.

9.2 Amendments to these bylaws may be proposed and discussed at a meeting of the faculty as regular agenda items and may not be added as a non-agenda item. They shall then be rewritten as necessary, based on discussion at the faculty meeting, redistributed to the faculty and placed on the agenda for the next faculty meeting for action. If passed by a majority of those attending, the amendment becomes effective at once unless otherwise stated. However, amendments to bylaws cannot be made during a summer term. Written copies of proposed changes in the College bylaws must be distributed to the faculty at least five working days in advance of any meeting at which they are considered.

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**From:** Sahin Selcuk Erenguc  
**Sent:** Friday, October 27, 2006 7:00 PM  
**To:** Virginia G Maurer  
**Cc:** alexander.sevilla@cba.ufl.edu; Sherry A Deist; John Kraft; William A McCollough  
**Subject:**

Hi Ginny,

I am submitting the MBA-World Leadership Program for consideration for approval to the MBA Committee. Attached please find three documents: MBA-WLP curriculum, Program objectives and a competitive analysis. In anticipation of questions that may be raised by the Committee members, please note the following:

1. This will be a degree jointly conferred by the three partner schools.
2. Vlerick and Aston are very reputable schools.
3. It is an off-book program.
4. Administrative work will be handled by Vlerick
5. Admission decisions will be made jointly by the three schools.
6. It is a 54 credit hour program.
7. We would have assigned 6 credit hours to the project. However, one of our partners (Aston) requires that a certain percentage of the total credit hours must come from the project, hence the 12 credit hours.
8. Faculty will be compensated at the rate we compensate our South Florida MBA faculty (\$8,500/credit hour)
9. Projects will be supervised primarily, but not necessarily, by the faculty teaching in the program for additional compensation (\$1,200/project)
10. GMAT or equivalent is required for admission.
11. The two discovery experiences (India and China) are similar, in spirit, to the MAIB study tour and will involve UF faculty too.
12. The program needs UF Graduate Council approval, once it has been approved by the MBA Committee and the College Graduate Faculty.
13. I have indicated the UF faculty who will teach in our portion of the program. All of these faculty are willing and available to teach in this program. However, this is not a final decision. If there are other interested faculty, we are open to discussion.
14. We are of the opinion that the program will enhance the world-wide visibility of our MBA program in particular and of the College in general.
15. We will recruit students world-wide.
16. As indicated in the competitive analysis worksheet, schools offering similar programs include NYU, UNC-Chapel Hill, Purdue, Columbia, UCLA, Duke and Maryland.
17. Both Aston and Vlerick are AACSB accredited.

The plan is to present this for approval to our Graduate Faculty at the November 3 meeting.

I realize that this is short notice and my apologies to the Committee for that.

Thank you for your willingness to help.

Selcuk

PROGRAMME	PARTNERS	FEE	FEE INCLUDES	DURATION	STRUCTURE	OUT OF OFFICE TIME	DEGREE	RANKINGS
<b>Global Leaders Executive MBA (GLEMBA)</b>	1. UF - Warrington College of Business 2. Vlerick Leuven Gent Management School 3. Aston Business School	EUR 45,000	books, course materials, meals	13 months	1. 5 modules + exams 2. pre-module preparation 3. Individual in-company project	3x 2 weeks (Sun-Sat) 2x 1 week (Sun-Sat)	MBA degree from each partner school	
<b>TRIUM Global Executive MBA</b> <a href="http://www.triუმemba.org/index.php">http://www.triუმemba.org/index.php</a>	1.NYU Stern (US) 2.HEC Paris (Europe) 3.LSE (UK)	US\$116,900	food, lodging, books and materials	16 months	1. 6 residencies 2. pre- and post-module preparation 3. strategic team project	4x 2 weeks (Sun-Fri) 2x 1 week (Fri-Sat/Sun)	joint MBA degree	
<b>OneMBA</b>  <a href="http://www.onemba.org/">http://www.onemba.org/</a>	1.The Chinese University of Hong Kong - CUHK (Asia) 2.RSM Erasmus University (Europe) 3.Tecnológico de Monterrey - EGADE (Mexico) 4.The University of North Carolina at Chapel Hill - UNC (US) 5.Fundação Getúlio Vargas - FGV (Brazil)	Different per school:  US\$ 43,500 (HK\$ 338,400) US\$ 61,000 (EUR 48,000) US\$ 45,000 US\$ 77,700 US\$ 41,160 (R\$ 90,000)	Different per school:  cases, meals lodging exc at RSM, meals books, meals texts, meals, Fri&Sat lodging meals	21 months	1. 4 global residencies 2. 5 globally coordinated courses incl global team projects (at home univ) 3. regional courses (at home univ)  regional courses  regional courses  regional courses  regional courses	4x 1 week (Sun-Sat)  15x Fri /Sat/Sun 5x WedAF/Thur/Fri/Sat 18x Fri/Sat/Sun 16x Fri/Sat/Sun 9x Wed/Thur/Fri/Sat + 6x Thur/Fri/Sat	MBA degree from home university  OneMBA degree from all partner schools	
<b>International Master's in Management (IMM)</b>  <a href="http://www.mostinternationalmba.com/">http://www.mostinternationalmba.com/</a>	1.Tias Business School (Europe) 2.Graduate Schools of Purdue University (US) 3.Central European University Budapest (Europe) 4.GISMA business school Hannover (Europe)	EUR 51,000	books, meals & lodging	18 months	1. 3 modules (2 residencies each) 2. pre-module preparation 3. exams after each module	6x 2 weeks (Mon-Sat)	Dual degree i.e. MBA degree from Purdue and either MBA from Tias or Budapest	FT #16
<b>Smith-GSBA Global EMBA (running?)</b> <a href="http://www.rhsmith.umd.edu/emba/gsba/index.html">http://www.rhsmith.umd.edu/emba/gsba/index.html</a>	1.University of Maryland Robert H Smith School of Business (US) 2.GSBA Zürich (Europe)	NN	NN	24-36 months	9 modules (taken at your own pace) in Asia, US and Europe	6x 2 weeks 3x 3 days	Dual degree	

PROGRAMME	PARTNERS	FEE	FEE INCLUDES	DURATION	STRUCTURE	OUT OF OFFICE TIME	DEGREE	RANKINGS
<b>Omnium Global Executive MBA</b>  <a href="http://www.rotman.utoronto.ca/gemba/">http://www.rotman.utoronto.ca/gemba/</a>	1.Rotman school of management (Canada)	US\$ 60,000	course materials, some meals	18 months	1. 1 week orientation	1x 5 days (orientation)	Dual degree from Toronto and St Gallen If no recognised undergraduate degree only MBA from Toronto	
	2.University of St Gallen (Europe)				2. 4 global modules  3. 2 inter-modular projects 4. "living case" competition 5. ongoing individual and group course work	4x 3 weeks (Sun-Fri)		
<b>Tsinghua - INSEAD Dual Degree EMBA (TIEMBA)</b> <a href="http://www.insead.edu/tiembra/">http://www.insead.edu/tiembra/</a>	1.Tsinghua University (Beijing) 2.INSEAD (Europe)	US\$ 65,000	course materials, lunches	18 months	11 residencies  Beijing Singapore Shanghai Fontainebleau	11x 1 week	Dual degree	
<b>Duke Executive Global MBA</b>  <a href="http://www.fuqua.duke.edu/mba/executive/global/">http://www.fuqua.duke.edu/mba/executive/global/</a>	Duke University Fuqua Business School	US\$ 115,700	books, course materials, laptop(!), meals and lodging	18 months	1. 5 residencies  2. distance learning	5x 2 weeks	Duke MBA	FT #5  BW #9
<b>IESE Global Executive MBA</b> <a href="http://www.iese.edu/en/Programs/GEMBA/GlobalExecutiveMBA.asp">http://www.iese.edu/en/Programs/GEMBA/GlobalExecutiveMBA.asp</a>	IESE	EUR 86,000	books, laptop (!), meals & lodging	16 months	1. Pre-module individual study (2 weeks)  2. 7 modules 3. Distributed learning (6-7 weeks)	7x 2 weeks (Mon-Fri)	IESE MBA	FT #13  EIU #1
<b>Thunderbird EMBA in International Management - Europe</b> <a href="http://www.thunderbird.edu/prospective_students/working_prof_degrees/embace/index.htm">http://www.thunderbird.edu/prospective_students/working_prof_degrees/embace/index.htm</a>	The Garvin School for International Management CMC Graduate School of Business (Czech Republic)	US\$ 38,000	books, course materials	14 months	1. 6 residencies  2. e-learning 3. pre- and post-module preparations	10x 6 weeks (Mon-Sat)	Thunderbird MBA	FT #46



PROGRAMME	PARTNERS	FEE	FEE INCLUDES	DURATION	STRUCTURE	OUT OF OFFICE TIME	DEGREE	RANKINGS
Other:								
INSEAD EMBA	Europe campus (Fontainebleau) Asia campus (Singapore)	not modular			Kellogg-WHU EMBA	Kellogg School of Management of Northwestern University WHU: Beisheim	not modular	FT#12
Chicago GSB EMBA	North America campus (Chicago) Europe campus (London) Asia campus (Singapore)	not modular	FT #6		ESCP-EAP  Kellogg-HKUST EMBA	ESCP-EAP European campuses : Paris, Berlin, Madrid, London, and Turin  Kellogg School of Management of Northwestern University Hong Kong University of Science and Technology	15 modules on a monthly basis  not modular	FT#24  FT #2
EMBA-Global	Columbia Business School London Business School	not modular			University of Western Ontario: Ivey		not modular	FT#14

**MBA World Leadership Program**  
**Warrington College of Business - United States**  
**Aston University - United Kingdom**  
**Vlerick Leuven Ghent Management School - Belgium**

Program Start Date: 1/7/2008

Program Completion Date: 5/1/2009

Program Duration: 16 months

Admission requirements:

At least 10 years of managerial experience

A bachelor's degree or its international equivalent from a recognized institution

Satisfactory scores on GMAT, GRE, or equivalent

TOEFL (if necessary)

Foundations Review: Florida MBA Internet DVD's for Accounting, Economics, Finance and Statistics will be sent to the students upon deposit submission for self-review.

**Session 1: January 7, 2008 – April 25, 2008**

Host Institution: Warrington College of Business

Location: Bonaventure- Ft. Lauderdale, Florida

In-Residence Dates:

Orientation: 2/29/2008-3/1/2008

Classes: 3/2/2008 (Sunday) – 3/15/2008 (Saturday)

Duration/contact hours/credit hours:

14 days x 8 hours/day of instruction = 112 hours

Students earn 12 credit hours

Contact hours/credit hour =  $112/12 = 9.33$

Additional off-site work/assignment prior to and/or subsequent to on-location meeting.

Courses:

QMB 6930 (2): Critical Perspectives on Decision Making (Ogan)

GEB 6366 (2): International Business (Kraft-McCoy-Crum)

MAN 6573 (2): Purchasing and Supply Chain Management (Alptekinoglu-Carrillo)

GEB 5215 (2): Professional Communication (Barnes)

GEB 6115 (2): Entrepreneurship (Rossi)

MAR 5806 (2): Problems and Methods in Marketing Management (Mahajan)

**Session 2: May 5, 2008 – August 29, 2008**

Host Institution: Aston University

Location: Birmingham, United Kingdom

In-Residence Dates: 6/15/2008 (Sunday) – 6/29/2008 (Sunday)

Duration/contact hours/credit hours:

14 days x 8 hours/day of instruction = 112 hours

Students earn 12 credit hours

Contact hours/credit hour =  $112/12 = 9.33$

Additional off-site work/assignment prior to and/or subsequent to on-location meeting.

Courses:

Organizational Behavior (3): UF equivalent: MAN 5245

Ethics and Corporate Social Responsibility (3): UF equivalent: BUL 6652

Advanced Marketing Management (3): UF equivalent MAR 6816

Developing Leadership Skills (3): UF equivalent: MAN 6128

**Session 3: September 8, 2008 – October 31, 2008**

Global Discovery Experience I

Location: China

Dates: 9/15/2008 (Monday) – 9/21/2008 (Sunday)

Duration/Contact Hours/Credit Hours:

7 Days x 8 hours/day of instruction = 56 hours

The discovery experience will consist of visiting businesses, presentations by host companies' executives and lectures by faculty from partner schools in host country. Students will prepare a term paper based on the experience.

Students earn 3 credit hours

Contact hours/credit hour =  $56/3 = 18.67$

Additional off-site work/assignment prior to and/or subsequent to on-location meeting

Course:

MAN 6958 (3): International Study Program

**Session 4: November 3, 2008 –December 12, 2008**

Global Discovery Experience II

Location: India

Dates: 11/10/2008 (Monday) – 11/16/2008 (Sunday)

Duration/Contact Hours/Credit Hours:

7 Days x 8 hours/day of instruction =56 hours

The discovery experience will consist of visiting businesses, presentations by host companies' executives and lectures by faculty from partner schools in host country. Students will prepare a term paper based on the experience.

Students earn 3 credit hours

Contact hours/credit hour =  $56/3 = 18.67$

Additional off-site work/assignment prior to and/or subsequent to on-location meeting

Courses:

MAN 6958 (3): International Study Program

**Session 5: January 5, 2009 – April 24, 2009**

Host Institution: Vlerick Leuven Ghent Management School

Location: Leuven, Belgium

In –Residence Dates: 6/14/2008 (Sunday) – 6/27/2008 (Saturday)

Duration/contact hours/credit hours:

14 days x 8 hours/day of instruction = 112 hours

Students earn 12 credit hours

Contact hours/credit hour =  $112/12 = 9.33$

Additional off-site work/assignment prior to and/or subsequent to on-location meeting.

Courses:

Strategic Management (3): UF equivalent: MAN 6637

Corporate and Entrepreneurial Finance (3): UF equivalent: FIN 6425

Innovation Management (3): UF equivalent MAR 6835

Negotiation Skills Seminar (3): UF equivalent: MAN 6446

**Final Project: Due Date: March 1, 2009**

Students earn 12 credit hours for their final project. Each student will choose a topic with a strategic bent and will be supervised by a faculty from one of the three partner schools. The project will be introduced to the students in the first session hosted by UF and will be dealt with in more detail in the second session at Aston.

UF Course: MAN 6930 (12): special topics



<p>Educational Aims of the World Leadership Program</p>	<ul style="list-style-type: none"> <li>• To meet the needs of mid-career candidates who wish to acquire enhanced managerial and business skills and knowledge in order that they may become effective and successful senior Managers and Leaders in their businesses.</li> <li>• To provide flexible, comprehensive programs of study that meet the needs of international candidates, enabling them to learn by the exchange of experience as well as formal academic study.</li> <li>• To provide students with an excellent learning experience that draws on the research and consultancy of the academic staff of the three partner schools: Aston, Vlerick and Florida.</li> <li>• To produce well qualified graduates who aspire to international leadership management positions.</li> <li>• To provide students with a global perspective and exposure to organizations through international case studies and company visits in India and China.</li> <li>• To ensure relevance by maintaining and enhancing the links of all three partners with business, professional and government sector organizations.</li> <li>• To maintain and enhance the employability of graduates.</li> </ul>
<p>Relevant Subject Benchmark Statements and other External and Internal Reference Points use to inform program outcomes</p>	<ul style="list-style-type: none"> <li>• Quality Assurance Agency (QAA) Subject Benchmarking Statements for Business and Management Masters programs</li> <li>• Framework for Higher Education Qualifications (FHEQ)</li> <li>• Criteria of Association of MBAs (AMBA), European Quality Improvement System (EQUIS) and Association to Advance Collegiate Schools of Business (AACSB)</li> <li>• Quality Assurance Agency (QAA) Codes of Practice</li> </ul>

## Program Outcomes and Learning, Teaching and Assessment Strategies

### A. Knowledge and Understanding

	On successful completion of their program, students are expected to have knowledge and understanding of:	Teaching, Learning and Assessment Strategies to enable outcome to be achieved and demonstrated:	
		<b>Learning and Teaching Methods</b>	<b>Assessment Methods</b>
A1	The theories, principles and underlying concepts and practice of management internationally and an understanding of business models and processes in a national and international context.	<p>The following learning methods are used:</p> <p>Lectures: (in person)</p> <ul style="list-style-type: none"> <li>• convey essential knowledge</li> <li>• provide guidance on effective use of learning materials</li> <li>• handouts, cases, slides and other materials in the resource packs</li> </ul> <p>Distance Learning materials:</p> <ul style="list-style-type: none"> <li>• convey essential knowledge</li> </ul>	<p>The following assessment methods are used to assess knowledge and understanding:</p> <ul style="list-style-type: none"> <li>• examinations test students' ability to marshal information concisely and accurately within a limited time</li> <li>• written assignments test similar skills, but in less limited time and requiring a wide range of sources</li> </ul>
A2	Business administration through the study of specialist modules and a major project.		
A3	How strategic decision-making takes place at a senior level and in an organization as a whole.		

<b>B. <u>Intellectual Skills</u></b>			
	On successful completion of the program, students are expected to be able to:	Teaching, Learning and Assessment Strategies to enable outcome to be achieved and demonstrated:	
		<b>Learning and Teaching Methods</b>	<b>Assessment Methods</b>
B1	Demonstrate competence in critical reasoning and decision-making.	Intellectual skills are developed through: <ul style="list-style-type: none"> <li>lectures and tutorials during residencies provide support to student learning</li> <li>project assignments encourage students to develop research and analytical skills</li> <li>individual projects and assessments develop the ability to correctly identify issues and problems, undertake research and analysis, formulate solutions and recommendations and present a coherent, convincing report that synthesizes theoretical knowledge and practical issues</li> <li>Independent learning – students are required to take responsibility for their own learning within the framework of the distance learning materials, resource packs and lectures and to examine sources beyond these. The project depends on the ability to work independently and logically</li> </ul>	Intellectual skills are assessed via: <ul style="list-style-type: none"> <li>module assessments test students' ability to explain the research and analyses in their reports</li> <li>dissertation (15,000 words) assesses a wide range of research and analytical skills</li> </ul>
B2	Demonstrate high levels of intellectual and analytical skills, and, through intensive postgraduate study, acquire and develop an understanding of business and management subjects.		
B3	Critically assess and engage with significant business and management problems.		

**C. Professional Skills**

	On successful completion of the program, students are expected to be able to:	Teaching, Learning and Assessment Strategies to enable outcome to be achieved and demonstrated:	
		<b>Learning and Teaching Methods</b>	<b>Assessment Methods</b>
C1	Apply principles, models and theories in the working environment.	Subject specific skills are taught via: <ul style="list-style-type: none"><li>• case studies are used extensively to give students insight into current theories and practices - they can then apply these rapidly in their own work environment</li><li>• the project synthesizes theoretical knowledge and the practical issues investigated</li><li>• peer tutoring allows students to take advantage of the specialized existing knowledge of fellow participants (as all students must have extensive senior work experience)</li></ul>	Subject specific skills are assessed via: <ul style="list-style-type: none"><li>• in depth assignments</li><li>• dissertation assesses the ability of students to research and analyze real life problems in their own businesses</li></ul>

<b>D. Transferable Skills</b>			
	On successful completion of the program, students are expected to show:	Teaching, Learning and Assessment Strategies to enable outcome to be achieved and demonstrated:	
		<b>Learning and Teaching Methods</b>	<b>Assessment Methods</b>
	A range of general and specific skills and management competencies including:	Key skills are taught by a range of practical sessions: <ul style="list-style-type: none"> <li>• syndicate groups provide experience in cross-cultural group working</li> <li>• extensive use of a wide range of IT skills</li> </ul>	Key skills are assessed via: <ul style="list-style-type: none"> <li>• presentations are an important part of the course but are not formally assessed</li> <li>• students carry out self-diagnosis of their quantitative and IT skills and support provided to help them develop these skills as required</li> <li>• A similar approach is taken to personal skills development</li> </ul>
D1	IT and computing skills		
D2	Report writing skills		
D3	Presentational skills		
D4	Communication and team working skills		
D5	Competency in understanding relevant statistical analysis and financial reports		
D6	Enhanced personal skills and self-confidence in order to optimize career prospects		
D7	Ability to apply and integrate key skills and competencies by integrative assignments and undertaking a major project		