



Warrington College of Business Administration
Hough Graduate School of Business
School of Business
Fisher School of Accounting

111 Bryan Hall
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GENERAL FACULTY MEETING

AGENDA | Thursday, February 11, 2010 | 4:00 p.m. | Stuzin 102

1. The January 12, 2010 General Faculty Meeting Minutes
2. The Undergraduate Curriculum Committee approved the following new courses and course changes and requests that these be presented to the faculty for approval.

New Courses:

ENT 4701 – International Entrepreneurship

- ♦ Credits: 2
- ♦ Prerequisite: ENT 3113 or GEB 3113
- ♦ Description: This is a survey course examining the key elements of the international entrepreneurial venture. Our learning perspective will be that of the global entrepreneur – one whose business is “born global” and who may capitalize upon resources from anywhere.

Course Changes

ISM 3254 – Business Systems 1

- ♦ Change Description:
 - Old: This course introduces the basic tools for building business systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using Java, C# and J# to illustrate these ideas.
 - New: This course introduces the basic tools for building business systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using Java and C# to illustrate these ideas.

ISM 3255 – Business Systems 2

- ♦ Change Description:
 - Old: This course continues developing the basic tools for building business systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using C++ to illustrate these ideas.
 - New: This course continues developing the basic tools for building business Systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using Java and C# to illustrate these ideas.

ISM 4220 – Business Data Communications 1

♦ Change Description:

Old: This course focuses on how workstations in various environments can communicate with computer-based systems used in business for routine data processing, management reporting systems, and decision support systems. Topics include the convergence of computers and telecommunications in modern businesses, basic data representation problems, the use of local area networks in businesses, office automation applications, using microcomputer-mainframe systems for reporting and decision making, and strategic management questions relating to business goals, long range planning and budgeting.

New: This course focuses on various aspects of telecommunication systems, the use of local and wide area networks, the internet, wireless technologies and distributed systems for decision making and strategic management questions relating to business goals, long-range planning and budgeting.

ISM 4330 – Information Systems and Operations Strategy

♦ Change Prereq:

Old: None

New: ISM 4113, ISM 4210 & ISM 4220

RMI 3011 – Risk & Insurance

- ♦ Delete Course (The insurance major was last conferred Fall 2004.)

RMI 4305 - Risk Management

- ♦ Delete Course (The insurance major was last conferred Fall 2004.)

3. Promotion and Tenure Guidelines have been revised relative to promotion to Assistant-in and Associate-in criteria according to a recommendation at the last Faculty Meeting. This document with the new wording that was suggested at the last meeting is attached for approval by the faculty.
4. College By-Laws is presented for approval by the faculty.
5. Other Business
6. Dean's Report

GRADUATE FACULTY MEETING

AGENDA | Thursday, February 11, 2010 | 4:00 p.m. | Stuzin 102

1. The January 12, 2010 Graduate Faculty Meeting Minutes
2. Other Business
3. Dean's Report

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GENERAL FACULTY MEETING

MINUTES | Tuesday, January 12, 2010 | 4:00 p.m. | Stuzin 102

1. The December 3, 2009 General Faculty Meeting Minutes were presented for approval by the faculty. A motion was made to approve the minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.
2. The Tenure and Promotion Committee submitted a supplement document as clarification of the college's application of the University of Florida guidelines and policies regarding promotion and tenure. The document was submitted as an information item for discussion. There was discussion and a few suggested changes were made. The committee will consider the suggestions and include them in the document which will be presented to the faculty for their approval at the next meeting.
3. The Faculty Advisory Committee submitted a revised version of the Faculty By-laws to the faculty as an information item for discussion. No discussion took place and the By-Laws will be presented at the next faculty meeting for approval by the faculty.
4. Other Business – no items
5. Dean's Report – no items

A motion was made to adjourn the General Faculty Meeting. The motion was seconded and the meeting adjourned at 4:19 p.m.

GRADUATE FACULTY MEETING

MINUTES | Thursday, January 12, 2010 | 4:00 p.m. | Stuzin 102 (immediately following the General Faculty Meeting)

1. The December 3, 2009 Graduate Faculty Meeting Minutes were presented for approval by the faculty. A motion was made to approve the minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.
2. The Masters Committee approved the following new courses and requested approval by the graduate faculty. A motion was made to approve the new courses. The motion was seconded and the faculty voted to approve the following new courses as presented.

New Courses:

ENT 6130 - Creativity

- ♦ Credits: Variable, 1-4; repeatable for up to 8 credits
- ♦ Contact Hours: Variable
- ♦ Description: Special topics in Entrepreneurship related fields of study

ENT 6905 – Individual Work in Entrepreneurship

- ♦ Credits: Variable, 1-4; repeatable for up to 8 credits
- ♦ Contact Hours: Variable
- ♦ Description: Special topics in Entrepreneurship related fields of study

ENT 6930 – Special Topics

- ♦ Credits: Variable, 1-4; repeatable for up to 8 credits
 - ♦ Contact Hours: Variable
 - ♦ Description: Special topics in Entrepreneurship related fields of study
- ENT 6946 – Entrepreneurial Consulting Project
- ♦ Credits: Variable, 1-4; repeatable for up to 8 credits
 - ♦ Contact Hours: Variable
 - ♦ Description: Special topics in Entrepreneurship related fields of study
- ENT 6957 – International Studies in Entrepreneurship
- ♦ Credits: Variable, 1-4; repeatable for up to 8 credits
 - ♦ Contact Hours: Variable
 - ♦ Description: Special topics in Entrepreneurship related fields of study

2. Other Business – no items

3. Dean's Report

- The University of Florida's faculty union has agreed to a new contract:
- The new union contract allows us to go ahead and offer people in-unit the buy-out option. WCBA has eight in this category.
- If someone takes the option WCBA may not be able to replace the position.
- The new sabbatical policy allows ½ year at full pay but each college will get allocation for the 1 year at full pay.
- SP will continue allowing more people to be eligible with new rules.
- Summer compensation will change; a group of faculty representatives will decide how.
- The finalized budget model should be available on 2/5/10.
- Space allocation will change based on utilization; Matherly - only the top two floors.
- Within the next five year we hope to get a new BA Building
- Hough Hall construction is on target for the Graduate School.

A motion was made to adjourn the Graduate Faculty Meeting. The motion was seconded and the meeting adjourned at 4:30 p.m.

PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution Name: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Finance, Insurance & Real Estate; 1706000		
Recommended SCNS Course Identification:				
Discipline (SMA) 139	Prefix ENT	Level 4	Course Number 701	Lab Code _____
Institution's Course Title: International Entrepreneurship				
Effective Term and year course will first be offered: Spring 2010				
Amount of Credit: 2	Contact hour base 2 or Headcount _____		If Repeatable Credit or Variable Credit: _____ total repeatable credit allowed _____ minimum / _____ maximum credit within a semester	
Course Description (attach a course syllabus): International Entrepreneurship is a survey course examining the key elements of the international entrepreneurial venture. Our learning perspective will be that of the global entrepreneur – one whose business is "born global," and who may capitalize upon resources from anywhere.			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.) ENT3113 OR GEB3113				
Corequisites: _____				
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 checked="" 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 checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced				
Department Contact, Telephone Number, Email Address and PO Box: _____ (Date) _____				
David H. Boneparth, 3-0337, PO 117168 dbonepar@ufl.edu  11/3/09				
College Contact, Telephone Number, Email Address and PO Box: _____ (Date) _____				
Sharon Haughton, 3-3225 sharon.haughton@cba.ufl.edu				

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: _____

GEB 4930 International Entrepreneurship
Syllabus and Course Calendar
Module 3
Spring Term 2010
Warrington College of Business Administration
University of Florida

GENERAL INFORMATION

Instructor:	Linda D. Clarke, M.B.A., Ph.D., J.D.	Phone: TBA
Office:	TBA	Fax: TBA
Office Hours:	TBA, or call or email for an appointment	E-mail: clarkel@ufl.edu

Please read this syllabus in its entirety. It is a part of the course content. Further, it is important that you understand what is required in this course and the timeframes for completing its assignments and activities.

COURSE DESCRIPTION

International Entrepreneurship is a survey course examining the key elements of the international entrepreneurial venture. Our learning perspective will be that of the global entrepreneur – one whose business is “born global,” and who may capitalize upon resources from anywhere in the world, while facing global competition and other uncertainties at any time.

Specific topics the course will cover include: motivations to go global; traits of international entrepreneurs; business opportunity identification and assessment; opportunities and barriers to international trade; cultures and international entrepreneurship; strategic alliances; developing the global business plan and managing global expansion; foreign market selection models; international legal concerns; and global family businesses.

COURSE OBJECTIVES

In this course we will examine how entrepreneurs create and manage emerging ventures in other countries, and create and manage start-ups or emerging ventures which are global in at least one important aspect.

Upon completion of this course, students will:

- Understand the vision of, and opportunities inherent in, international business ventures.
- Have a keener awareness of the obstacles, challenges, and dilemmas inherent in international business ventures.
- Be equipped with tools, concepts, insights, and skills necessary to assist them in successfully overcoming the obstacles and challenges of international entrepreneurship.

MAJOR & CURRICULUM OBJECTIVES TARGETED

The international entrepreneurship course is a general management course in the sense that the case analyses, skill building exercises, and classroom discussions draw upon and integrate multidisciplinary skills, concepts, and insights from many areas, including marketing, operations, finance, control, decision-making, leadership, ethics, governance, and negotiation.

In addition to the course objectives detailed above, this course will address general business education learning objectives, including: communications ability; use of information technology; globalization context for business; critical thinking; analytic skills; and ethical reasoning abilities.

TEXTBOOK

International Entrepreneurship
Robert D. Hisrich
Sage Publications
<http://www.sagepub.com>
ISBN: 9781412957984

International Entrepreneurship

STARTING,
DEVELOPING,
AND
MANAGING
A GLOBAL VENTURE

Robert D. Hisrich

TEACHING METHODOLOGY

This course will proceed primarily through critical analysis of the text, cases, and other article readings that have been assigned for the course. Thus, it is imperative that you have read these materials IN ADVANCE and are well prepared to work with these concepts in your course projects and presentations.

Each student will be a member of a team of students throughout the semester who will work together to develop a group case analysis and presentation project during the term. Each team will develop a PowerPoint presentation of an assigned case to be presented to the class and posted to the course Blackboard site, as well as answer accompanying assigned discussion questions about the case - also to be posted for the class. Additional instructions on how to prepare an effective case analysis and presentation will be discussed in class and posted to the class Blackboard site.

Each student team will also prepare a "Born Global" business start-up concept paper. These will be brief summary reports, based on the international entrepreneurship concepts introduced in this course - not full-blown business plans - and will also be posted to the course Blackboard site for other members of the class to review. Additional instructions for the concept papers will be discussed in class.

COURSE PREREQUISITES

Please make sure that you have completed all prerequisites, as required by your particular program of study, before taking this course. If you are unsure, please consult with your academic advisor.

COMMUNICATING WITH THE INSTRUCTOR

For fastest response, please contact the professor directly via phone or email at clarkel@ufl.edu

GRADING

Course Requirements	Weights
ACTIVE participation in classroom discussions, case presentations and other group work, along with peer evaluations of team performance.	15%
"Born Global" Business Start-up Concept Paper	30%
Group Case Analysis & Presentation	25%
Final Exam	30%
Total	100%

Letter Grade	Range	Letter Grade	Range	Letter Grade	Range
A	95-100%	B-	80 - 83%	D+	67 - 69%
A-	90 - 94%	C+	77 - 79%	D	64 - 66%
B+	87 - 89%	C	74 - 76%	D-	60 - 63%
B	84 - 86%	C-	70 - 73%	F	< 60%

POLICIES AND PROCEDURES

As a college, we care about and enforce the university's policies and procedures as they are important to the quality of the education we are providing to you. Details on UF policies can be found at the university website:
www.ufl.edu

UF LIBRARY SUPPORT

The UF library provides a number of services to on-campus and distance learning students. For example, students can request detailed instructions on how to access library resources by seeking assistance from the librarians online at
www.uflib.ufl.edu/ask

You can visit the UF Library at: www.ufl.edu/libraries

TESTS

Each student will take an individual comprehensive final exam at the end of the term. This test will be taken as per the schedule in the official college examination calendar. The exam will cover chapters from the Hisrich text, and class lectures and cases presented in class prior to the date of the test.

CLASS BLACKBOARD SITE

Please contact the professor directly if you have any questions or concerns regarding the use of the class Blackboard site.

DISCUSSION

Students are encouraged to use the general discussion forum at the course Blackboard site, as well as their teams' private discussion forums to communicate with each other outside of class. The professor will post general information on the main discussion forum, as well as team specific information on the private group forums from time to time. If you want to communicate with the professor, or have a question, please ONLY use the professor's email address clarkel@ufl.edu, or call her at 202-421-5568. Please do not post questions for the professor on the general or private discussion forums. This policy is in order to provide the fastest turnaround possible in answering your questions individually and specifically.

ASSIGNMENTS

Individual and team-based assignments: Due dates for all assignments are listed in the course calendar below.

RESEARCH PAPER

Since this is a 2 credit hour, 8 week module course, the briefer "Born Global" business start-up concept paper will serve in lieu of a formal research paper requirement for this course, however, students are expected to fully research their respective business ideas, as well as companies and/or industries for the team case project presentation & analysis assignment.

The "Born Global" business start-up concept paper will be a term-long project to be completed by each team (one concept paper per team). As stated above, this is not a full-blown business plan, but rather an initial concept paper which includes an overview of the following areas:

A description of the proposed venture and its industry, the entrepreneur(s), the structure of its board of advisors, top management team, the market potential and the business model to be employed. These and other aspects of the concept paper project will be discussed in detail in class.

EXPECTATIONS OF THIS COURSE

This is a traditional format course. Nonetheless, a substantial portion of the materials, peer discussions, and review materials will be posted or conducted online, through the class Blackboard site, and through interactions online generally with your classmates, and especially your team members.

Expectations for performance and collegial behavior in the online portion of the course are the same as for the more traditional aspects of the course; indeed, courses with substantial online components require a degree of self-motivation, self-discipline, and technology skills that can make them more demanding for some students.

You will be expected to interact online with the professor and your fellow students; to do assignments; to meet deadlines; and in some assignments, to work in groups when away from the classroom. If you are unsure about any of the above, please ask the professor directly at clarkel@ufl.edu or by phone at 202-421-5568.

COURSE CALENDAR

Module 3	Topic
Week 1: Jan 4, 6	<p><u>First Class - Monday January 4</u></p> <p>Introduction: Students choose teams for group case assignments. Teams should consist of no more than five students per team. If you'd like to start organizing yourself into teams before the first class, you may use the class Blackboard site general discussion forum to start the process, and then come up with a name for your team, and include it in the posting. Team private discussion forums will be set up from these rosters, so please make sure they are complete and accurate before you post them.</p> <p>Teams will then come up with a list of their top two or three case assignment preferences (from the Hisrich case book) as the ones they would like to work on for the team case project. Once you have the list of preferences agreed upon, please have the team leader post this list to its specially designated section of the Blackboard discussion forum. We will endeavor to assign each team their highest preference, on a first-come</p>

	<p>shortly thereafter to each team's private discussion forum.</p> <p>Reading assignment for next class meeting: Hisrich text, Chapters 1 & 2.</p> <p>Note: As posted in the remainder of this course schedule, ALL students should read each of the cases assigned to the various teams prior to their presentations of these to the class. (See list of assigned cases to be posted to the specially designated section of the Discussion Forum section of the class Blackboard site after first class session).</p> <p>Other homework assignments: Students may begin work with their teams on the case project assignment.</p> <p><u>Second Class – Wednesday January 6</u></p> <p>Class lecture and discussion: Importance of International Entrepreneurship; Globalization and the International Environment.</p> <p>Reading assignment for next class: Hisrich text, Chapters 3 & 4.</p>
<p>Week 2: Jan 11, 13</p>	<p><u>Third Class – Monday January 11</u></p> <p>Class lecture and discussion: Cultures and International Entrepreneurship; Developing the Global Business Plan.</p> <p>Reading Assignment for next class: Case assigned to Team 1 for presentation on Jan 13 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p><u>Fourth Class – Wednesday January 13</u></p> <p>Team 1 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).</p> <p>Reading assignment for next class: Case assigned to Team 2 for presentation on Jan 20 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p>
<p>Week 3: Jan 18, 20</p>	<p>Note: There is NO CLASS on Monday January 18 due to the State MLK holiday, university closed.</p> <p><u>Fifth Class – Wednesday January 20</u></p> <p>Team 2 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated</p>

	<p>section of the Discussion Forum)</p> <p>Reading assignment for next class: Hisrich text, Chapters 5 & 6.</p>
<p>Week 4: Jan. 25, 27</p>	<p><u>Sixth Class – Monday January 25</u></p> <p>Class lecture and discussion: Selecting International Business Opportunities; International Legal Concerns.</p> <p>Reading assignment for next class: Case assigned to Team 3 for presentation on Jan 27 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p><u>Seventh Class – Wednesday January 27</u></p> <p>Team 3 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).</p> <p>Reading assignment for next class: Hisrich text, Chapter 7.</p>
<p>Week 5: Feb. 1, 3</p>	<p><u>Eighth Class – Monday February 1</u></p> <p>Class lecture and discussion: Alternative Entry Strategies.</p> <p>Reading assignment for next class: Case assigned to Team 4 for presentation on Feb. 3 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p><u>Ninth Class – Wednesday February 3</u></p> <p>Team 4 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).</p> <p>Reading assignment for next class: Hisrich text, Chapter 8.</p>

<p>Week 6: Feb. 8, 10</p>	<p><u>Tenth Class – Monday February 8</u></p> <p>Class lecture and discussion: The Global Monetary System.</p> <p>Reading assignment for next class: Case assigned to Team 5 for presentation on Feb. 10 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p><u>Eleventh Class – Wednesday February 10</u></p> <p>Team 5 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).</p> <p>Reading assignment for next class: Hisrich text, Chapters 9 & 10.</p>
<p>Week 7: Feb. 15,17</p>	<p><u>Twelfth Class – Monday February 15</u></p> <p>Class lecture and discussion: Global Marketing and R&D; Global Human Resource Management.</p> <p>Reading assignment for next class: Case assigned to Team 6 for presentation on Feb. 17 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p><u>Thirteenth Class – Wednesday February 17</u></p> <p>Team 6 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).</p> <p>Reading assignment for next class: Hisrich text, Chapters 11 & 12.</p>
<p>Week 8: Feb. 22, 24</p>	<p><u>Fourteenth Class – Monday February 22</u></p> <p>Class lecture and discussion: Implementing and Managing a Global Entrepreneurial Strategy; Global Family Business.</p> <p>Reading assignment for next class: Case assigned to Team 7 for presentation on Feb. 24 – see schedule of assigned team cases on class Blackboard site (under Discussion Forum).</p> <p>Additional assignment for next class: students should begin reviewing all readings in</p>

Fifteenth Class – Wednesday February 24

Team 7 Case Presentation and Discussion: (As assigned first class session - see also schedule of assigned team cases on class Blackboard site - under specially designated section of the Discussion Forum).

All team "Born Global" business start-up concept papers due. (Each team should also post an electronic copy of their paper to the specially designated section of the Discussion Forum of the class Blackboard site).

Course Wrap-up and Review for Final Exam – Note: the final exam for the course will be given as per the official college exam schedule for Module 3.

PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Information Systems and Operations Management-011707000
Current SCNS Course Identification: Discipline (SMA) <u>1</u> <u>3</u> <u>9</u> Prefix <u>I</u> <u>S</u> <u>M</u> Level <u>3</u> Course Number <u>2</u> <u>5</u> <u>4</u> Lab Code _____ Institution's Course Title: <u>Business Systems 1</u>		

PART 2: REQUESTED ACTIONS

Terminate Current Course	<input type="checkbox"/> Yes	Date Termination Effective: _____
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: <u>Spring 2010</u>		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
Prerequisites/Corequisites (This form does not update ISIS or registration prerequisite checking.)		
Change of Course Description (Course syllabus must be attached): This course introduces the basic tools for building business systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using Java and C# to illustrate these ideas.		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box: Pat Brawner, 846-1374, brawner@ufl.edu, PO 117169	(Date)
College Contact, Telephone Number, Email Address and PO Box: Sharon Haughton, 273-3225, sharon.haughton@cba.ufl.edu, PO 117150	(Date)

PART 3: 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 _____

COURSE TERMINATION OR CHANGE TRANSMITTAL FORM ♦ INSTRUCTIONS FOR COMPLETION OF PARTS 1 & 2

The Course Termination or Change Transmittal form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. Prefixes and numbers of courses which will no longer be offered by the institution.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for review by the Faculty Discipline Coordinator for possible reassignment of prefix and course number.

[NOTE: Major revisions in course content will require a new course number assignment. Please terminate the current course and add the new course.]

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I must be completed before it is forwarded to the Florida Department of Education (DOE). An updated course syllabus must be attached in cases where course content has changed or a new prefix or number is requested.

Part 1

The following instructions and definitions are provided to clarify items to be completed on the Course Termination or Change Transmittal form.

Instructional Unit or Department Name/Department Code: Academic unit and code number of department responsible for teaching the course. Use the complete name, not abbreviations or acronyms.

Current SCNS Course Identification:

Discipline (SMA): A three-digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS handbook.

Prefix: A three-letter code indicating placement of a course within the discipline.

Level: A one-digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institutional policy.

Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course. The "L" may also be used for a course which is laboratory only.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example:

$$\frac{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}}{16 \text{ (number of weeks in semester)}} = \frac{32}{16} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{1 \text{ (average number hours per student)} \times 16 \text{ (number weeks in semester)}}{3 \times 16 \text{ (number of weeks in semester)}} = \frac{16}{48} = .33 \text{ Headcount Contact Hours}$$

Institution's Course Title: The title of the course as it currently appears in the catalog.

Part 2 Requested Actions

Terminate Current Course, Effective Date: Check the "yes" box if the course is to be terminated and enter the effective term and year after which the course will no longer be offered.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

Effective Term: Provide term and year in which the change or termination will be first effective.

Prerequisites/Corequisites: Indicate prefix and number or content of courses and other requirements that must be satisfied prior to enrollment in this course or concurrently with this course.

Change Course Title: Provide the title of the course as it will appear in the catalog.

Mark any changes to status: Mark 'yes' or 'no' if changing a course to/from Rotating Topic, S/U Grading Only or Repeatable for credit.

Department Contact: Name, phone and PO Box number.

College Contact and Telephone Number: Name, phone and PO Box number.

Approvals:

Submit completed form using the online tracking system to approval.ufl.edu. Appropriate approvals and notifications will be made through the online tracking system. Signature and date indicating approval of the college-level curriculum committee or, if no such committee exists, approval of the college.

Department Chair

College Dean: Approval of the college-level curriculum committee or, if none exists, approval of the college.

Graduate Dean: All graduate level courses must be approved by the Graduate Curriculum Committee.

Do Not Complete Part II.

Should you have questions concerning the completion of this form, call the Office of the University Registrar at 392-1374, ext. 7237. Call the Graduate School at 352-392-1282 for questions concerning graduate courses. Questions concerning operation of the online system should be emailed to approval@ufl.edu.

SYLLABUS: This syllabus will be used as a general guideline for our course. I will likely make changes to it (small or large) from time to time.

INSTRUCTOR: Jim Fliess

E-mail: james.c.fliess@cba.ufl.edu

Please make sure to include the course and section number (ISM3254 Sec-4861) in the subject of ALL email correspondence.

CLASS HOURS: MW 11:45am - 1:40pm (MAT-114)

Bring your Windows lap-top computer to every class with all required software installed. We will meet from 11:45am to 1:25pm without a break. I will lecture until I've completed my material for the day. After that, if there's any time remaining, we will have an optional and informal lab until 1:40pm or until no students request my presence.

OFFICE HOURS: Monday 8:00am to 10:00am;

Wednesday 3:30pm to 5:30pm; Other times by appointment only.

I will not be on campus Tuesday, Thursday or Friday.

I'll monitor my email. Email is the best way to reach me.

Please come to my office (Currently STZ 355-A, but likely to change) during my office hours as you need. However, please do not use office hours to substitute for a class that you missed.

TEXTBOOK: *Microsoft Visual Basic 2008 Express Programming for the absolute beginner*, Jerry Lee Ford, Jr, Course Technology (2009)
ISBN 978-1598639001

I will not require that you have the textbook, but it is a very good book and it is not expensive.

SOFTWARE: *Microsoft Visual Basic 2008 Express Edition*

Install free from the web at <http://www.microsoft.com/express/vb/>

During the install, be sure to specify that you also want to install **SQL server 2008 express**. If we do database connectivity, we will need this.

Course Description

Business Systems 1 focuses on the Microsoft Visual Basic programming language. You will learn the fundamentals of computer programming and you will be exposed to some advanced concepts. You must bring your laptop computer to every class meeting and have the required software installed and ready to use.

Grading Policy

The course grades will be determined by assigning the following weights to the following course components:

Programming assignments and homework	60%
Quizzes	10%
Midterm Exam	10%
Final Exam	20%
Extra Credit	??%

No late work will be accepted and no make-up exams or make-up quizzes will be available. If you miss an assignment, quiz or exam, you will get a zero grade.

Grades will be assigned based on total points using the following scale

Score	Grade	Grade Points
[94 - 100]	A	4.0
[90 - 94)	A-	3.67
[87 - 90)	B+	3.33
[83 - 87)	B	3.0
[80 - 83)	B-	2.67
[77 - 80)	C+	2.33
[73 - 77)	C	2.0
[70 - 73)	C-	1.67
[67 - 70)	D+	1.33
[63 - 67)	D	1.0
[60 - 63)	D-	0.67
[0 - 60)	E	0

Please see the following link for additional information about grading:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Programming Assignments

There will be from 4 to 6 programming assignments. These assignments must be your own individual work. Although I expect that students may provide problem solving help to their peers, do not share your assignment because you will get a zero grade. You will be required to zip your assignment and post in to the e-learning website for our course. I will talk more about this in class.

Quizzes

There will be from 4 to 6 quizzes. I will use the e-learning website to announce a quiz. I will announce a quiz at least by sometime on the day before giving the quiz.

Honor Code

Please see the following link for the UF Honor code:

<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>

Class Schedule (Subject to change based on progress)

Day	Date	Topic
Mon	Aug 24	History, .Net concepts, Some controls and their events
Wed	Aug 26	Variables, arrays, constants, data types, naming conventions, debugging, more controls
Mon	Aug 31	Variable life and scope, procedure scope, more controls
Wed	Sep 2	Multi-form windows applications, more controls
Mon	Sep 7	No Class – Labor Day Holiday
Wed	Sep 9	Functions and Subs and parameter passing, more controls
Mon	Sep 14	Classes, more controls
Wed	Sep 16	Exam-1 (in-class portion) in second hour
Mon	Sep 21	Custom Controls
Wed	Sep 23	Error Handling
Mon	Sep 28	Inheritance, User defined events
Wed	Sep 30	Databases (ADO.Net)
Mon	Oct 5	ADO.Net, more controls
Wed	Oct 7	VBA in Excel
Wed	Oct 14	Final Exam (MAT-114) 11:45am - 1:40pm

PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Information Systems and Operations Management-011707000
Current SCNS Course Identification: Discipline (SMA) <u>1</u> <u>3</u> <u>9</u> Prefix <u>I</u> <u>S</u> <u>M</u> Level <u>3</u> Course Number <u>2</u> <u>5</u> <u>5</u> Lab Code _____ Institution's Course Title: <u>Business Systems 2</u>		

PART 2: REQUESTED ACTIONS

Terminate Current Course	<input type="checkbox"/> Yes	Date Termination Effective: _____
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: <u>Spring 2010</u>		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
Prerequisites/Corequisites (This form does not update ISIS or registration prerequisite checking.)		
Change of Course Description (Course syllabus must be attached): This course continues developing the basic tools for building business systems using object-oriented and event-driven programming paradigms. Emphasis will be placed on using Java and C# to illustrate these ideas.		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box: Pat Brawner, 846-1374, brawner@ufl.edu, PO 117169	(Date)
College Contact, Telephone Number, Email Address and PO Box: Sharon Haughton, 273-3225, sharon.haughton@cba.ufl.edu, PO 117150	(Date)

PART 3: 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

COURSE TERMINATION OR CHANGE TRANSMITTAL FORM ♦ INSTRUCTIONS FOR COMPLETION OF PARTS 1 & 2

The Course Termination or Change Transmittal form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. Prefixes and numbers of courses which will no longer be offered by the institution.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for review by the Faculty Discipline Coordinator for possible reassignment of prefix and course number.

[NOTE: Major revisions in course content will require a new course number assignment. Please terminate the current course and add the new course.]

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I must be completed before it is forwarded to the Florida Department of Education (DOE). An updated course syllabus must be attached in cases where course content has changed or a new prefix or number is requested.

Part 1

The following instructions and definitions are provided to clarify items to be completed on the Course Termination or Change Transmittal form.

Instructional Unit or Department Name/Department Code: Academic unit and code number of department responsible for teaching the course. Use the complete name, not abbreviations or acronyms.

Current SCNS Course Identification:

Discipline (SMA): A three-digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS handbook.

Prefix: A three-letter code indicating placement of a course within the discipline.

Level: A one-digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institutional policy.

Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course. The "L" may also be used for a course which is laboratory only.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example:

$$\frac{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}}{16 \text{ (number of weeks in semester)}} = \frac{32}{16} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{1 \text{ (average number hours per student)} \times 16 \text{ (number weeks in semester)}}{3 \times 16 \text{ (number of weeks in semester)}} = \frac{16}{48} = .33 \text{ Headcount Contact Hours}$$

Institution's Course Title: The title of the course as it currently appears in the catalog.

Part 2 Requested Actions

Terminate Current Course, Effective Date: Check the "yes" box if the course is to be terminated and enter the effective term and year after which the course will no longer be offered.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

Effective Term: Provide term and year in which the change or termination will be first effective.

Prerequisites/Corequisites: Indicate prefix and number or content of courses and other requirements that must be satisfied prior to enrollment in this course or concurrently with this course.

Change Course Title: Provide the title of the course as it will appear in the catalog.

Mark any changes to status: Mark 'yes' or 'no' if changing a course to/from Rotating Topic, S/U Grading Only or Repeatable for credit.

Department Contact: Name, phone and PO Box number.

College Contact and Telephone Number: Name, phone and PO Box number.

Approvals:

Submit completed form using the online tracking system to approval.ufl.edu. Appropriate approvals and notifications will be made through the online tracking system. Signature and date indicating approval of the college-level curriculum committee or, if no such committee exists, approval of the college.

Department Chair

College Dean: Approval of the college-level curriculum committee or, if none exists, approval of the college.

Graduate Dean: All graduate level courses must be approved by the Graduate Curriculum Committee.

Do Not Complete Part II.

Should you have questions concerning the completion of this form, call the Office of the University Registrar at 392-1374, ext. 7237. Call the Graduate School at 352-392-1282 for questions concerning graduate courses. Questions concerning operation of the online system should be emailed to approval@ufl.edu.

SYLLABUS: This syllabus will be used as a general guideline for our course. I will likely make changes to it (small or large) from time to time.

INSTRUCTOR: Jim Fliess

E-mail: james.c.fliess@cba.ufl.edu

Please make sure to include the course and section number (ISM3255 Sec-4885) in the subject of ALL email correspondence.

CLASS HOURS: MW 11:45am - 1:40pm (MAT-114)

Bring your Windows lap-top computer to every class with all required software installed. We will meet from 11:45am to 1:25pm without a break. I will lecture until I've completed my material for the day. After that, if there's any time remaining, we will have an optional and informal lab until 1:40pm or until no students request my presence.

OFFICE HOURS: Monday 8:00am to 10:00am;

Wednesday 3:30pm to 5:30pm; Other times by appointment only.

I will not be on campus Tuesday, Thursday or Friday.

I'll monitor my email. Email is the best way to reach me.

Please come to my office (STZ 355-A) during my office hours as you need. However, please do not use office hours to substitute for a class that you missed.

TEXTBOOK: *Learning C# 3.0,*

Jesse Liberty & Brian MacDonald (2009)

ISBN 978-0-596-52106-6

SOFTWARE: *Microsoft Visual C# 2008 Express Edition*

Install free from the web at <http://www.microsoft.com/express/vcsharp/>

During the install, be sure to specify that you also want to install **SQL server 2008 express**. If we do database connectivity, we will need this.

Course Description

Business Systems 2 focuses on the Microsoft C-Sharp (C#) programming language. You will review the fundamentals of computer programming and you will learn some advanced concepts. You must bring your laptop computer to every class meeting and have the required software installed and ready to use.

Grading Policy

The course grades will be determined by assigning the following weights to the following course components:

Programming assignments and homework	60%
Quizzes	10%
Midterm Exam	10%
Final Exam	20%
Extra Credit	??%

No late work will be accepted and no make-up exams or make-up quizzes will be available. If you miss an assignment, quiz or exam, you will get a zero grade.

Grades will be assigned based on total points using the following scale

Score	Grade	Grade Points
[94 - 100]	A	4.0
[90 - 94)	A-	3.67
[87 - 90)	B+	3.33
[83 - 87)	B	3.0
[80 - 83)	B-	2.67
[77 - 80)	C+	2.33
[73 - 77)	C	2.0
[70 - 73)	C-	1.67
[67 - 70)	D+	1.33
[63 - 67)	D	1.0
[60 - 63)	D-	0.67
[0 - 60)	E	0

Please see the following link for additional information about grading:

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Programming Assignments

There will be from 4 to 6 programming assignments. These assignments must be your own individual work. Although I expect that students may provide problem solving help to their peers, do not share your assignment because you will get a zero grade. You will be required to zip your assignment and post in to the e-learning website for our course. I will talk more about this in class.

Quizzes & exams

There will be from 4 to 6 quizzes. I will use the e-learning website to announce a quiz. I will announce a quiz at least by sometime on the day before giving the quiz. There will be 2 exams.

Honor Code

Please see the following link for the UF Honor code:

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Class Schedule (Subject to change based on progress)

Day	Date	Topic
Mon	Oct 26	TBA
Wed	Oct 28	TBA
Mon	Nov 2	TBA
Wed	Nov 4	TBA
Mon	Nov 9	TBA
Wed	Nov 11	No Class – Veterans day
Mon	Nov 16	TBA
Wed	Nov 18	TBA
Mon	Nov 23	TBA
Wed	Nov 25	TBA
Mon	Nov 30	TBA
Wed	Dec 2	TBA
Mon	Dec 7	TBA
Wed	Dec 9	TBA
Wed	Dec 16	Final Exam (MAT-114) 11:45am - 1:40pm

Topics:

The topics that will be inserted into the above schedule will come from chapters 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17 & 18 of our text book. The topics will include some or all of the following: Data types, variables, Operators, Branching, Classes, arrays, inheritance and polymorphism, Operator overloading, Interfaces, Collections, strings, exception handling, delegates, and windows applications.

PART 1: TO BE COMPLETED BY THE INSTITUTION

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PART 2: REQUESTED ACTIONS

Terminate Current Course	<input type="checkbox"/> Yes	Date Termination Effective: _____
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: <u>Spring 2010</u>		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
Prerequisites/Corequisites (This form does not update ISIS or registration prerequisite checking.)		
Change of Course Description (Course syllabus must be attached): This course focuses on various aspects of telecommunication systems, the use of local and wide area networks, the internet, wireless technologies and distributed systems for decision making and strategic management questions relating to business goals, long-range planning and budgeting.		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box: Pat Brawner, 846-1374, brawner@ufl.edu, PO 117169	(Date)
College Contact, Telephone Number, Email Address and PO Box: Sharon Haughton, 273-3225, sharon.haughton@cba.ufl.edu, PO 117150	(Date)

PART 3: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code): _____	
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SCNS Course Title (if new): _____	
Decade Title (if new): _____	
Century Title (if new): _____	
Signature, Faculty Discipline Committee Representative	Date

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Part 1

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Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course. The "L" may also be used for a course which is laboratory only.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example:

$$\frac{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}}{16 \text{ (number of weeks in semester)}} = \frac{32}{16} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{1 \text{ (average number hours per student)} \times 16 \text{ (number weeks in semester)}}{3 \times 16 \text{ (number of weeks in semester)}} = \frac{16}{48} = .33 \text{ Headcount Contact Hours}$$

Institution's Course Title: The title of the course as it currently appears in the catalog.

Part 2 Requested Actions

Terminate Current Course, Effective Date: Check the "yes" box if the course is to be terminated and enter the effective term and year after which the course will no longer be offered.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

Effective Term: Provide term and year in which the change or termination will be first effective.

Prerequisites/Corequisites: Indicate prefix and number or content of courses and other requirements that must be satisfied prior to enrollment in this course or concurrently with this course.

Change Course Title: Provide the title of the course as it will appear in the catalog.

Mark any changes to status: Mark 'yes' or 'no' if changing a course to/from Rotating Topic, S/U Grading Only or Repeatable for credit.

Department Contact: Name, phone and PO Box number.

College Contact and Telephone Number: Name, phone and PO Box number.

Approvals:

Submit completed form using the online tracking system to approval.ufl.edu. Appropriate approvals and notifications will be made through the online tracking system. Signature and date indicating approval of the college-level curriculum committee or, if no such committee exists, approval of the college.

Department Chair

College Dean: Approval of the college-level curriculum committee or, if none exists, approval of the college.

Graduate Dean: All graduate level courses must be approved by the Graduate Curriculum Committee.

Do Not Complete Part II.

Should you have questions concerning the completion of this form, call the Office of the University Registrar at 392-1374, ext. 7237. Call the Graduate School at 352-392-1282 for questions concerning graduate courses. Questions concerning operation of the online system should be emailed to approval@ufl.edu.

ISM 4220: Business Data Communications

Spring 2009

Department of Information Systems and Operations Management
Warrington College of Business Administration
University of Florida

Instructor:

- Hong Guo
- Office: STZ 361E
- Phone: (352) 392-6298
- Email: guohong@ufl.edu
- Class meeting time: MW 1:55pm-3:50pm (period 7-8)
- Classroom: GER 229
- Office hours: TR 11:00am-12:00pm or by appointment

Course Description:

Data communication technologies have become some of the most important tools available to businesses today. However, as with many developing technologies, the terminology used in the field of communications can be both confusing and intimidating to many business professionals. The purpose of this course is to provide students with an introduction and basic overview of the field of business data communications. Upon successful completion of this course, students will possess a working knowledge of many of the telecommunications components and associated terminology as they apply to businesses in this age of electronic communication.

Course Materials:

- Required Reading: *Computer Networking: A Top Down Approach*, 4th Edition, by James F. Kurose & Keith W. Ross, Addison Wesley, 2007, ISBN 0-321-49770-8.

Course Requirements:

This course includes a variety of work described below.

- *Lectures* In-class lectures cover the first six chapters in the textbook. Print-outs of PowerPoint slides will be provided at the beginning of each class. These slides will also be available on e-learning system.
- *Reading Assignments* Students are assigned to read the corresponding book chapters before attending the lectures. These reading assignments will not be graded.
- *Written Assignments* There will be three individual written assignments which will be graded. Each assignment contains one or two questions selected from the textbook. The assignments and due dates will be announced during the class. The due dates will not be extended except for medical reasons.
- *Project* The class project will be assigned to teams of three to five people. The project consists of a one-page (single space) project proposal, a five-page (single space) project report and a team presentation. Teams can choose any topic related to the communications technologies discussed in class. More details of the project will be announced in class.

- *Computer Lab* There will be one computer lab after we discuss the first five chapters to provide hands-on experience of network protocols. Detailed lab instructions will be distributed in class.
- *Exams* There will be a midterm and a final exam. The two exams are not cumulative with the midterm exam covering the first half of the class and the final exam covering the second half. The exams will contain short-answer, multiple-choice, and true/false questions. Sample exams will be posted one week before the exam dates.

Course Grading:

- Written Assignments 60 points (15%)
- Project Proposal 40 points (10%)
- Project Presentation 40 points (10%)
- Project Report 60 points (15%)
- Midterm Exam 100 points (25%)
- Final Exam 100 points (25%)

Total: 400 points

Grades will be awarded according to the following criteria:

- 360 points (90%) – 400 points (100%) A
- 340 points (85%) – 359 points (89%) B+
- 320 points (80%) – 339 points (84%) B
- 0 points (0%) – 319 points (79%) Either C+, C, D+, D or F

Honors Policy:

You are expected to follow the University Honors Policy when working on assignments, projects, and exams.

Class Schedule:

Week	Date	Topics	Reading Assignments	Written Assignments and Project
1	Jan 7	Course Overview and Introduction		
2	Jan 12	Computer Networks and the Internet	Chapter 1	Project team due
	Jan 14	Application Layer (part 1)	Chapter 2 (2.1-2.4)	
3	Jan 19	Martin Luther King Jr. Day, No Class		
	Jan 21	Application Layer (part 2)	Chapter 2 (2.5-2.9)	Assignment 1 due
4	Jan 26	Transport Layer	Chapter 3	
	Jan 28	Midterm Review		Assignment 2 due Project proposal due
5	Feb 2	Midterm Exam	Chapters 1-3	
	Feb 4	Network Layer	Chapter 4	
6	Feb 9	Link Layer and LANs	Chapter 5	
	Feb 11	Wireless and Mobile Networks	Chapter 6	Assignment 3 due
7	Feb 16	Computer Lab and Final Review	Lab instructions	
	Feb 18	Project Presentation		Project report due
8	Feb 23	Final Exam	Chapter 4-6	

PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Information Systems and Operations Management-011707000
Current SCNS Course Identification: Discipline (SMA) <u>1</u> <u>3</u> <u>9</u> Prefix <u>I</u> <u>S</u> <u>M</u> Level <u>4</u> Course Number <u>3</u> <u>3</u> <u>0</u> Lab Code _____ Institution's Course Title: <u>Information Systems and Operations Strategy</u>		

PART 2: REQUESTED ACTIONS

Terminate Current Course	<input type="checkbox"/> Yes	Date Termination Effective: _____
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: <u>Spring 2010</u>		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
Prerequisites/Corequisites (This form does not update ISIS or registration prerequisite checking.)	None	ISM 4113; ISM 4210 and ISM 4220
Change of Course Description (Course syllabus must be attached):		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box:	(Date)
Pat Brawner, 846-1374, brawner@ufl.edu, PO 117169	
College Contact, Telephone Number, Email Address and PO Box:	(Date)
Sharon Haughton, 273-3225, sharon.haughton@cba.ufl.edu, PO 117150	

PART 3: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

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SCNS Course Title (if new): _____	
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Signature, Faculty Discipline Committee Representative	Date

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3. Supporting documentation for review by the Faculty Discipline Coordinator for possible reassignment of prefix and course number.

[NOTE: Major revisions in course content will require a new course number assignment. Please terminate the current course and add the new course.]

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I must be completed before it is forwarded to the Florida Department of Education (DOE). An updated course syllabus must be attached in cases where course content has changed or a new prefix or number is requested.

Part 1

The following instructions and definitions are provided to clarify items to be completed on the Course Termination or Change Transmittal form.

Instructional Unit or Department Name/Department Code: Academic unit and code number of department responsible for teaching the course. Use the complete name, not abbreviations or acronyms.

Current SCNS Course Identification:

Discipline (SMA): A three-digit code representing a broad Subject Matter Area. This code can be obtained from the SCNS handbook.

Prefix: A three-letter code indicating placement of a course within the discipline.

Level: A one-digit code preceding the course number which indicates the level (e.g., freshman, sophomore, etc.) at which the course is to be taught. This number is to be recommended by the institution according to state and institutional policy.

Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course. The "L" may also be used for a course which is laboratory only.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example:

$$\frac{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}}{16 \text{ (number of weeks in semester)}} = \frac{32}{16} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{1 \text{ (average number hours per student)} \times 16 \text{ (number weeks in semester)}}{3 \times 16 \text{ (number of weeks in semester)}} = \frac{16}{48} = .33 \text{ Headcount Contact Hours}$$

Institution's Course Title: The title of the course as it currently appears in the catalog.

Part 2 Requested Actions

Terminate Current Course, Effective Date: Check the "yes" box if the course is to be terminated and enter the effective term and year after which the course will no longer be offered.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

Effective Term: Provide term and year in which the change or termination will be first effective.

Prerequisites/Corequisites: Indicate prefix and number or content of courses and other requirements that must be satisfied prior to enrollment in this course or concurrently with this course.

Change Course Title: Provide the title of the course as it will appear in the catalog.

Mark any changes to status: Mark 'yes' or 'no' if changing a course to/from Rotating Topic, S/U Grading Only or Repeatable for credit.

Department Contact: Name, phone and PO Box number.

College Contact and Telephone Number: Name, phone and PO Box number.

Approvals:

Submit completed form using the online tracking system to approval.ufl.edu. Appropriate approvals and notifications will be made through the online tracking system. Signature and date indicating approval of the college-level curriculum committee or, if no such committee exists, approval of the college.

Department Chair

College Dean: Approval of the college-level curriculum committee or, if none exists, approval of the college.

Graduate Dean: All graduate level courses must be approved by the Graduate Curriculum Committee.

Do Not Complete Part II.

Should you have questions concerning the completion of this form, call the Office of the University Registrar at 392-1374, ext. 7237. Call the Graduate School at 352-392-1282 for questions concerning graduate courses. Questions concerning operation of the online system should be emailed to approval@ufl.edu.

PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Finance, Insurance and Real Estate/11706000
Current SCNS Course Identification: Discipline (SMA) <u>1</u> <u>1</u> <u>0</u> Prefix <u>R</u> <u>M</u> <u>I</u> Level <u>3</u> Course Number <u>0</u> <u>1</u> <u>1</u> Lab Code _____ Institution's Course Title: <u>Risk and Insurance</u>		

PART 2: REQUESTED ACTIONS

Terminate Current Course	<input checked="" type="checkbox"/> Yes	Date Termination Effective: <u>Spring 2010 - January 10, 2010</u>
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: _____		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
Prerequisites/Corequisites (This form does not update ISIS or registration prerequisite checking.)		
Change of Course Description (Course syllabus must be attached):		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box:	(Date)
Debbie Himes, (352)392-0153. debbie.himes@warrington.ufl.edu, PO Box 117168	11/23/09
College Contact, Telephone Number, Email Address and PO Box:	(Date)
Sharon Haughton, (352)273-3225.Sharon.haughton@warrington.ufl.edu, PO Box 117150	11/23/09

PART 3: 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

COURSE TERMINATION OR CHANGE TRANSMITTAL FORM ♦ INSTRUCTIONS FOR COMPLETION OF PARTS 1 & 2

The Course Termination or Change Transmittal form is used for transmitting the following course information to the Statewide Course Numbering System (SCNS):

1. Prefixes and numbers of courses which will no longer be offered by the institution.
2. Additional course information to be recorded in the SCNS inventory.
3. Supporting documentation for review by the Faculty Discipline Coordinator for possible reassignment of prefix and course number.

[NOTE: Major revisions in course content will require a new course number assignment. Please terminate the current course and add the new course.]

All information requested on this form is necessary for the efficient and timely maintenance of the SCNS inventory. Thus, all items on Part I must be completed before it is forwarded to the Florida Department of Education (DOE). An updated course syllabus must be attached in cases where course content has changed or a new prefix or number is requested.

Part 1

The following instructions and definitions are provided to clarify items to be completed on the Course Termination or Change Transmittal form.

Instructional Unit or Department Name/Department Code: Academic unit and code number of department responsible for teaching the course. Use the complete name, not abbreviations or acronyms.

Current SCNS Course Identification:

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Prefix: A three-letter code indicating placement of a course within the discipline.

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Course Number: A three-digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Lab Code: This code is left blank if the course is a lecture course (has no laboratory component). The letter "C" may be used to indicate a combination of lecture and laboratory. An "L" indicates a laboratory course for which there may or may not be an associated lecture course. The "L" may also be used for a course which is laboratory only.

Contact Hours: "Base" contact hours are determined by dividing the total number of classroom meeting hours per semester by the number of weeks in the semester. For example:

$$\frac{8 \text{ (hours class meets per week)} \times 4 \text{ (number of weeks class meets)}}{16 \text{ (number of weeks in semester)}} = \frac{32}{16} = 2 \text{ Base Contact Hours}$$

"Headcount" contact hours are determined by dividing the average number of hours the instructor meets with one student during the semester by 3 times the number of weeks in the semester. For example,

$$\frac{1 \text{ (average number hours per student)} \times 16 \text{ (number weeks in semester)}}{3 \times 16 \text{ (number of weeks in semester)}} = \frac{16}{48} = .33 \text{ Headcount Contact Hours}$$

Institution's Course Title: The title of the course as it currently appears in the catalog.

Part 2 Requested Actions

Terminate Current Course, Effective Date: Check the "yes" box if the course is to be terminated and enter the effective term and year after which the course will no longer be offered.

Course Change Information: If changes are to be made in a course's identification, list changes only. All changes may affect the course prefix and number. All changes are subject to approval of the appropriate Faculty Discipline Coordinator based on the SCNS taxonomy and classification system.

Change of Course Description: Provide a brief narrative description of the content of the course as it will appear in the catalog. A course syllabus including a course outline of major topics must be attached for changes to courses and changes to course content.

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Approvals:

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Department Chair

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PART 1: TO BE COMPLETED BY THE INSTITUTION

Institution: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code: Finance, Insurance & Real Estate/011706000/1706000
Current SCNS Course Identification: Discipline (SMA) <u>1</u> <u>1</u> <u>0</u> Prefix <u>R</u> <u>M</u> <u>I</u> Level <u>4</u> Course Number <u>3</u> <u>0</u> <u>5</u> Lab Code _____ Institution's Course Title: <u>Risk Management</u>		

PART 2: REQUESTED ACTIONS

Terminate Current Course	<input checked="" type="checkbox"/> Yes	Date Termination Effective: <u>Spring 2010 - January 10, 2010</u>
NEW SCNS Course Identification: (Complete all appropriate areas) NEW Discipline (SMA) _____ Prefix _____ Level _____ Course Number _____ Lab Code _____ NEW Institution Course Title (if applicable): _____		
EFFECTIVE TERM AND YEAR FOR CHANGES: _____		

Other Items to Change	Change From	Change To
Amount of Credit		
Contact Hour Base or Head Count		
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Change of Course Description (Course syllabus must be attached):		Mark any changes that apply: Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input type="checkbox"/> no

Department Contact, Telephone Number, Email Address and PO Box:	(Date)
Debbie Himes, 2-0153, debbie.himes@warrington.ufl.edu, PO Box 117168	11/24/09
College Contact, Telephone Number, Email Address and PO Box:	(Date)
Sharon Haughton, 273-3225, sharon.haughton@warrington.ufl.edu, PO Box 117150	11/24/09

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Approved Course Classification (Prefix, Number, Lab Code): _____
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Decade Title (if new): _____
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2010-2011

**COLLEGE OF BUSINESS ADMINISTRATION'S
SUPPLEMENT TO THE UNIVERSITY PROMOTION AND TENURE POLICY**

(Revised 2/25/98; 9/6/02; 11/02; 8/04; 2/10)

The College of Business Administration provides this supplement as clarification of the college's application of the University of Florida guidelines and policies regarding promotion and tenure (see Attachment A). The supplement applies to all academic units in the college (these consist of the Fisher School of Accounting and the academic departments of the College of Business Administration). The criteria and procedures described below apply to faculty members considered for tenure and/or promotion (or offer of appointment) to the ranks at the associate professor, professor and distinguished professor and non-tenure accruing faculty being considered for promotion to the rank of associate-in, senior associate-in, senior lecturer or master lecturer.

A Broad View of the Process

For decisions on promotion to the rank of associate-in, the voting faculty consists of all members in the academic unit holding a rank of associate-in, senior associate-in, senior and master lecturer and ranks of associate professor and above; to the rank of senior associate-in, the voting faculty consists of all members in the academic unit holding a rank of senior associate-in, master lecturer and ranks of associate professor and above; for senior lecturer, the voting faculty consists of all members in the academic unit holding a rank of senior and master lecturer and ranks of associate professor and above; for master lecturer, the voting faculty consists of all members in the academic unit holding a rank of master lecturer and ranks of full professor and above; for promotion to the ranks of associate and professor, the voting faculty consists of all members in the academic unit holding a rank equal to or higher than the rank for which the candidate is being considered; for the award of the rank of distinguished professor, the voting faculty consists of all tenured faculty holding the rank of full professor or higher. For tenure decisions, the voting faculty consists of all tenured members in the academic unit. All tenure and/or promotion packets must be presented to the Dean. The college's promotion and tenure committee (hereafter referred to as the "college committee") will serve in a fact-finding role for the Dean in executing his/her duty to evaluate a candidate's suitability for promotion and tenure. The transmittal from the academic unit to the Dean must conform to the University of Florida policies and procedures.

Specific statements of both the criteria and the promotion procedures for the College of Business Administration are provided in the succeeding pages.

Criteria

This section describes the college's application of the criteria for promotion and tenure provided within the University of Florida guidelines as stated below.

"The University's criteria for granting tenure, promotion or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic service as follows:

- (A) Teaching - Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, academic advisement, extension education programs, and all preparation for this work, including study to keep abreast of one's field.
- (B) Research – Research or other creative activity including publications.
- (C) Service – Public and professional."

In cases of tenure and/or promotion to the ranks of **associate-in, senior associate-in,** senior lecturer, master lecturer, associate, professor, and distinguished professor, evaluations must be based on, and in relation to, performance in assignment of research, teaching, and service. Every effort should be made to provide objective evaluations based on the criteria stated below.

A. Promotion to the Rank of Associate Professor

Ordinarily, the decision on promotion to associate professor and the tenure decision are made jointly.

It is the policy of the college that the seventh year of continuous service in a tenure-earning position shall be considered the "normal" time for consideration for tenure. This policy does not preclude the option made available to administrators by the university to allow the nomination for tenure to be made prior to the seventh year.

During the appointment process, the appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank of associate professor without tenure. At the request of the academic unit, the current college committee may evaluate each prospective faculty's performance to date in order to assess the potential success of the prospective faculty in attaining tenure by the time the years-of-service requirement is reached. In this evaluation, the criteria applied should be the same as those applied in considering promotion to the rank of associate professor.

The criteria for promotion to associate professor and/or tenure are as follows:

- A. 1 Promotion to associate professor, in most cases, requires evidence of distinction in the performance of assignment in at least two (2) of the three (3) categories (research, teaching and service). (See Attachment A.)
- A. 2 Scholarly research productivity is necessary for promotion. The candidate must present evidence of scholarly work that has been published in refereed journals of international standing and/or books or monographs of comparable quality. No specific number of publications or pages of publication will satisfy the criterion. Instead, the quality of the research and the candidate's total research accomplishment should provide evidence of significant contribution to the literature in the relevant field or fields. The judgment about research must be based on a careful analysis of the candidate's research record.
- A. 3 Effective teaching performance is necessary for promotion. The teaching function includes course development, classroom instruction, the counseling of students in programs of study and research, and supervision of masters theses, doctoral dissertations, and other student research. **Promotion to associate must demonstrate teaching at the graduate level.**
- A. 4 With respect to service, the candidate is expected to be a contributing citizen of the university and to contribute to his/her profession. Service may be evidenced by participation in internal governance activities such as university, college, school and departmental functions and by professional service such as membership on editorial boards of respected journals, and participation in the activities of academic and professional organizations.

B. Promotion to the Rank of Professor

Ordinarily, the decision on promotion to the rank of professor is considered for candidates who are associate professors with tenure at the University of Florida.

However, during the appointment process, the appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank of professor. No one will be recommended for appointment at the professor level who would not also qualify for tenure. The current college committee must evaluate the prospective faculty's performance to date in order to assess by the time the years-of-service requirement is reached. In this evaluation, the criteria applied should be the same as those applied in considering promotion to the rank of professor.

The appropriate voting faculty of an academic unit may wish to recommend a prospective faculty member from another institution for appointment to the rank

of professor - with tenure - as provided in 6C1-7.019 of the F.A.C. and the Collective Bargaining Agreement for the United Faculty of Florida, Article 15, section 15.8. This document addresses only the tenure consideration of the appointment issue and in no way precludes the role of the search committee, the rules of the Collective Bargaining Agreement, or the Constitution of the University.

In all cases, the criteria to be applied for promotion or appointment to the rank of professor shall be:

- B. 1 Promotion to full professor, in most cases, requires evidence of distinction in the performance of assignment in at least two (2) of the three (3) categories (research, teaching and service). (See Attachment A)
- B. 2 The candidate must have a record of distinguished scholarly publications. This record should provide evidence of continued research achievement subsequent to promotion or appointment to the rank of associate professor. No specific number of publications or pages of publications will satisfy this criterion. Instead, the quality of the research and the candidate's total research accomplishment should provide evidence of significant contribution to the literature in the relevant field or fields. The judgment about research must be based on a careful analysis of the candidate's research record.
- B. 3 The candidate must have maintained a record of effective teaching. The teaching function includes course development, classroom instruction, counseling students in programs of study and research, and supervision of masters theses, doctoral dissertations, and other student research. Promotion to full must demonstrate significant involvement with doctoral students and serving on doctoral dissertations.
- B. 4 With respect to service, the candidate is expected to continue to be a contributing citizen of the university. Service may be evidenced by participation in internal governance activities such as university, college, school and departmental committees and other functions. In addition, professional service such as membership on editorial boards of respected journals, holding office in professional societies, and participation in activities of academic and professional organizations will be recognized.

C. Award of the Rank of Distinguished Professor

The award of the rank of distinguished professor is considered for candidates who are professors at the University of Florida.

The criteria for the award of the rank of distinguished professor are as follows:

The rank of Distinguished Professor recognizes an exceptionally distinguished record of achievement, considerably beyond the level expected of a Full Professor. It is contemplated that only 3 - 5% of all Full Professors on the University of Florida faculty will warrant promotion to the rank of Distinguished Professor. Eminent Scholars are not eligible for promotion to this rank.

Faculty who are promoted to this rank will continue to have the duties of a faculty member, as assigned by the appropriate administrator. In particular, there is no reduction of duties associated with this rank, nor is there special funding of assistantships or other types of financial support. There is a promotional salary increase when the rank is first awarded.

Promotion to the rank of Distinguished Professor requires exceptional performance in at least two of the three areas generally used to assess faculty performance: research (evidence of continuous research improvement), teaching (evidence of involvement with doctoral education), and service. A candidate's performance in any two of these areas must have attracted a strong national or international reputation, as evidenced by his/her curriculum vitae, outside letters of recommendation, and any other materials that the Dean may deem relevant to the case at hand. Because candidates will be evaluated on the basis of differing criteria (e.g. research and service for one person vs. teaching and service for another), there is no presumption that the "relevant" materials will be identical in all cases.

D. Award of the Rank of Associate-In or Senior Lecturer

Faculty in these positions are expected to achieve and maintain effectiveness distinction in their primary area of assignment for a sustained period.

- D. 1 ~~With respect to teaching, excellence will be considered necessary for promotion.~~ The teaching function includes course development, classroom instruction, and counseling students. Teaching with distinction normally includes ensuring that students master rigorous, challenging material.
- D. 2 ~~With respect to service, the candidate is expected to make significant contributions to the university and to his/her profession.~~ Service may be evidenced by include participation in internal governance activities such as university, college, school and departmental functions and participation in the activities of academic and professional organizations. Service may also entail enhancing outreach activities with supporting clients, for example.

- D. 3 ~~With respect to research, the candidate is expected to make significant contributions to the research literature if the candidate's assignment involves research. Research with distinction may include important contributions to the research literature or innovative applied research for university contract work, for example. Where the research assignment is largely "applied", a candidate should make significant contributions related or to such activities as generating grant money or enhancing outreach activities with supporting clients, for example.~~
- D. 4 ~~In all cases, e~~ Candidates ~~must~~ should show a continued growth in their human capital and active involvement in department or college activities above and beyond their primary area of assignment ~~vis à vis their profession and ties to the department. This Continued growth in human capital~~ could be evidenced by participation in scholarly activities such as department workshops and seminars, in continuously improving or developing courses, in professional activities, etc.

E. Award of the Rank of Master Lecturer or Senior Associate In

Promotion to ~~master lecturer~~ these positions requires evidence of ~~sustained effectiveness~~ ongoing distinction in the performance of primary assignment for a sustained period as a senior lecturer or equivalent.

- E. 1 ~~With respect to teaching, there must be a sustained record of excellence in courses.~~ The teaching function includes course development, classroom instruction, and counseling students. Teaching with ongoing distinction normally includes consistently ensuring that students master rigorous, challenging material.
- E. 2 ~~With respect to service, the candidate must have continuing evidence of effective service.~~ Sustained service may be evidenced by include ongoing participation in internal governance activities such as university, college, school and departmental committees and other functions. In addition, professional service such as holding office in professional societies, and participation in activities of academic and professional organizations will be recognized. Sustained service may also entail ongoing enhancement of outreach activities with supporting clients, for example.
- E. 3 ~~With respect to research, the candidate is expected to make significant contributions to the research literature if the candidate's assignment involves research. Ongoing research with distinction typically entails ongoing important contributions to the research literature. Where the research assignment is largely "applied", a candidate should make significant contributions related or to such activities as generating grant money or enhancing outreach activities with supporting clients, for example.~~

- E. 4 In all cases, candidates must show a continued growth in their human capital and active involvement in department or college activities above and beyond their primary area of assignment ~~vis à vis their profession and ties to the department.~~ This Continued growth in human capital could be evidenced by participation in scholarly activities such as department workshops and seminars, in continuously improving or developing courses, in professional activities, etc.

Procedures

This section primarily focuses upon tenure and promotion procedures and serves as clarification of the college's administration of the general instructions provided by the university's Office of Academic Affairs.

Within the College of Business, due to the homogeneous nature of all departments and disciplines, the college's clarification of the general instructions provided by the university's Office of Academic Affairs supersedes the need for departmental based clarifications.

The College of Business Administration requires that candidates considered for tenure and/or promotion to the ranks of **associate-in, senior associate-in,** senior lecturer, master lecturer, associate professor, professor and distinguished professor be considered at both the academic unit and the Dean levels. In the case of promotion, this would also apply for candidates in equivalent academic.

- F. Letters evaluating the candidate's research contribution will be invited in a manner consistent with the following guidelines:

- F. 1 For all tenure accruing ranks: At least seven (7) letters will be solicited from leading research scholars outside the university who are senior scholars in the candidate's field. The college committee will select the reviewers from names submitted to them by the candidate and the academic unit. The candidate will provide a list of no fewer than five (5) prospective reviewers, along with a description of credentials (as well as special academic or professional relationships between the candidate and the prospective reviewers) from which the college committee will make selections with the intent that one half will come from the candidate's list. At least five (5) other reviewers are to be suggested to the college committee by the Academic Unit Head, in consultation with the senior faculty of the academic unit, also including a description of credentials and special academic or professional relationships between candidate and prospective reviewers. In unusual circumstances, the Academic Unit Head may include a maximum of one (1) research scholar currently employed by the University of Florida but outside the College of Business Administration. Descriptions for the reviewers who respond will be included in the official

packet. On reviewing the list of prospective reviewers, the college's committee may request additional reviewers.

The Dean will be responsible for the solicitation of letters from reviewers. At least five (5) letters from external reviewers must be received before the voting faculty of the academic unit meet to discuss and vote on the candidate.

- F. 2 For non-tenure accruing ranks (associate-in, senior associate-in, lecturer or master lecturer): At least seven (7) letters will be solicited from leading academics within or business professionals within or outside the university who are in the candidate's field. The college committee will select the reviewers from names submitted to them by the candidate and the academic unit. The candidate will provide a list of no fewer than five (5) prospective reviewers, along with a description of credentials (as well as special academic or professional relationships between the candidate and the prospective reviewers) from which the college committee will make selections with the intent that one half will come from the candidate's list. At least five (5) other reviewers are to be suggested to the college committee by the Academic Unit Head, in consultation with the senior faculty of the academic unit, also including a description of credentials and special academic or professional relationships between candidate and prospective reviewers. Descriptions for the reviewers who respond will be included in the official packet. On reviewing the list of prospective reviewers, the college's committee may request additional reviewers.

The Dean will be responsible for the solicitation of letters from reviewers. At least five (5) letters from reviewers must be received before the voting faculty of the academic unit meet to discuss and vote on the candidate.

- F. 3 Solicitation letters to prospective reviewers will follow a standard form, to be provided by the college committee, and will be modified as necessary for variations across academic units. They shall include a statement of the college criteria, an indication of whether or not the candidate has waived his/her right of access to a) the evaluation letters and b) the identity of those providing evaluations, an explanation that the University may not be able to adhere to the confidentiality of the letters should a dispute arise over the promotion and tenure process, and a request that the reviewer provide an assessment of the candidate's research performance. Also, at the option of the candidate, a brief biosketch and statement of research and/or teaching goals may be included. When appropriate, the reviewer may also be asked to comment on the candidate's teaching and service record. Finally, the reviewer will be asked to indicate the basis on which judgments are made and to indicate whether the candidate would likely be promoted or granted tenure at institutions comparable

to the University of Florida. For all candidates, copies of representative publications, creative works, etc., will be included with the letter of solicitation.

- F. 4 If a candidate for promotion and/or tenure withdraws from the process or is denied after the solicitation of outside letters and that candidate is considered again in a subsequent year, the college committee should be apprised of the names (but not the content of the letters) of the previous external reviewers. This information will be used in making decisions about whom to contact for a subsequent review. In general, it is expected that the candidate, the Academic Unit Head and the college committee will exercise good faith and good judgment in such an instance.
- F. 5 All letters of recommendation received will be included in the packet. Except under unique circumstances, the procedures described in (A.2) and (A.3) above will be applied in evaluating the tenure potential of candidates for appointment from other institutions.

G. Composition of the Candidate's Promotion (and/or Tenure) Packet

The candidate's promotion and tenure packet should follow the standard order required by the Office of Academic Affairs' tenure and promotion guidelines, and present information in an objective fashion so that the substance of the file is neither diminished nor enhanced by the format. It must include the following materials:

- G 1. The Dean's letter.
- G 2. The academic unit head's letter (added after the vote of the academic unit).
- G 3. Letters from the reviewers.
- G 4. A statistical summary of teaching evaluations by the faculty member's students are to be provided. This should include:
 - a) the results for the overall rating of instructor scores;
 - b) the results for the question on the amount learned;
 - c) the results for the question on the amount of effort required;
 - d) the results for the question on the difficulty of the subject matter;
 - e) the corresponding mean results for the academic unit and/or college (specifying clearly which comparison is being presented).

NOTE: Any tenure cases with below average teaching must include multiple peer evaluations. The Academic Personnel Board wants to see evidence that the academic units and the candidate were following a plan of self-improvement.
- G 5. Peer teaching evaluations are to be provided as well.
- G 6. Letters approving previous tenure service, when applicable.
- G 7. Copies of the last five annual letters of evaluations by the academic unit head.
- G 8. Any further information:

- a summary of the candidate's grade distributions.
- including written statements of research and/or teaching goals, if provided to the candidate, and/or candidate responses.

H. In order to provide information to eligible department members in a coherent manner, the Department chairman ~~may~~ **is strongly encouraged to** appoint a committee to organize and review the candidate's qualifications.

Such a committee should produce a written report that is made available to the eligible department members at least two (2) business days before their first meeting. The written report will make no summary recommendation about the candidate's qualifications, ~~though it may~~ **However, the report should** assess **thoroughly** the scholarly and professional merits of the candidate's ~~individual~~ accomplishments. This report will become part of the candidate's packet as an attachment to the Academic Unit Head's letter.

The promotion and tenure packet, containing the materials described in item B above (except bios and letters from reviewers where the candidate has waived right of access), must be made available for review by the candidate.

After the candidate has signed the packet to indicate it is complete, the packet (including any written response by the candidate but excluding letters from reviewers) should be made available for review by the appropriate voting members of the academic unit. For a promotion candidate at the lecturer rank, a copy of the teaching portfolio and other materials relevant to assigned duties (i.e. software, service portfolio, publications, etc.); for a promotion and/or tenure candidate at a rank above lecturer, copies of publications, syllabi, final exams and teaching evaluations for the past two (2) years will be available for review as needed or requested. The academic unit head must then call a meeting of the appropriate voting faculty (no sooner than 48 hours after making the packet available to them) to discuss the record. A second meeting, at least one day (24 hours) after the first meeting concludes, of the appropriate voting faculty, will be called to administer a - by secret ballot on the candidate. The discussions and the materials reviewed must be confidential. The faculty vote must be administered and recorded as required by all relevant rules of the University of Florida. If new materials or information, including the Academic Unit Head's letter and the Dean's letter, but excluding letters from reviewers where the candidate has waived right of access, are added to the packet after the commencement of consideration, a copy must be sent to the candidate who may attach a brief and concise response to the materials.

The Academic Unit Head must add his/her letter on the candidate to the promotion and tenure packet, record the vote, sign the nomination and forward the packet to the Dean.

After the Department vote has been taken and the packet has been forwarded to the Dean, the college committee will meet to discuss and assess the candidate's qualifications in order to provide the Dean with additional information on which to base his/her decision. The committee will summarize its findings relative to the candidate's qualifications for promotion and tenure and report to the Dean. The college committee shall provide recorded assessments of whether or not the individual meets the standards for tenure set by the college.

The Dean will meet with the college committee to discuss his/her reaction to the report. The Dean will make his/her decision. He/she will then meet with the committee to apprise the members of the decision and review the process followed for that year. The Dean will then forward all candidates' packets.

Upon notification of the President's decisions and/or recommendation on promotion and/or tenure nominations, the Dean and the chair of the college committee will report the outcome to the faculty.

ATTACHMENT A

Excerpts from the University of Florida guidelines for promotion and tenure and the Florida Administrative Code (F.A.C.) :

Certain paragraphs related to promotion and tenure criteria contained within both the F.A.C. (6C1-7.019) and the University guidelines, read as follows:

Criteria for Tenure and Promotion

The criteria for promotion or for granting of tenure shall be relevant to the performance of the work which the faculty member has been assigned to do and to the faculty member's duties and responsibilities as a member of the University community. These criteria recognize three (3) broad categories of academic service as follows:

1. Instruction, including regular classroom teaching, direction of theses and dissertations, academic advisement, extension programs, and all preparation for this work including study to keep abreast of one's field.
2. Research or other creative activity including scholarly, peer-reviewed publications.
3. Professional and public service*

In most cases, all three types of activities [mentioned above] will be expected, although the ratios may vary widely.... In most cases, promotion and tenure should require distinction in at least two of the three categories, one of which should be that of the faculty member's primary responsibility, although merit should certainly be regarded as more important than variety of activity. Distinction in the categories shall be defined by each college. The College of Business defines "distinction", as used in this context, as appreciably better than the average college faculty member of the candidate's present rank and field. Reviews of nominations for promotion and tenure shall contain evidence that such a comparative judgment has been made and that letters of recommendation from outside the University have been sought for the evaluation of research and creative or extension service activities.

* Earlier, in the section on annual evaluation of the F.A.C. [C1-7.010 (2)(d) Service], the following is stated:

"...Only those activities which are related to a person's field of expertise or to the mission of the University shall be evaluated."

**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)

November 2006

July 2008 (updated for institutional consistency)

December 2009 (revised and updated for institutional consistency)

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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 Hough Graduate School of Business, The School of Business, The Fisher School of Accounting; and the departments of Economics; Finance, Insurance and Real Estate; Information Systems and Operations Management; 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 the Dean deems necessary to the effective accomplishment of the Dean's 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 ex-officio 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 president 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, Academic Unit Heads and Program Directors will meet at least twice each semester.

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:	Nine members: one faculty member 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, (students are non-voting) appointed by the Dean from nominations made by Directors of Academic Programs.
Chair:	Elected by the committee for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean and the Director or the Assistant Director of the School of Business.
Term of Membership:	Two-year term for faculty members. One-year term 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 and faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and 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 sent by the Dean's office to each department with a vacancy; all faculty eligible to serve will be listed on the ballot; voting will be handled electronically.
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:</p> <ol style="list-style-type: none">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; and3) 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>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, minority affairs 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:	None.
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 faculty.
Resources Available:	Office of the Dean

INFORMATION RESOURCES COMMITTEE

Membership:	Six members: one from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean and the Director of Information Technology (non-voting).
Term of Membership:	Two-year term for faculty members.
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 faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and faculty.
Resources Available:	Office of the Senior Associate Dean.

MASTER OF BUSINESS ADMINISTRATION (MBA) COMMITTEE

Membership:	Six members: one member of the graduate faculty from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Associate Dean for Graduate Programs and the Director of the MBA Program (non-voting).
Term of Membership:	Two-year term for faculty members.
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 and faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute the report to the Dean and 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 nominated to the Dean by the academic unit head; and a chairperson.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean (non-voting)
Term of Membership:	Two-year term 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 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 faculty.
Resources Available:	Office of the Senior Associate Dean.

PROMOTION AND TENURE COMMITTEE

Membership:	Six members: three elected by tenured 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. Only tenured faculty members are eligible to vote. Ballots will be sent by the Dean's office to all tenured faculty; all faculty eligible to serve from the areas that have a vacancy will be listed on the ballot; voting will be handled electronically.
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 three-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">a) candidates for tenure and promotion, including candidates for new appointments of associate and full professor from academic units;b) three-year reviews for progress toward tenure;c) performance improvement plan as part of a sustained performance review.
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:	None
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and faculty.
Resources Available:	Office of the Dean.

RESEARCH COMMITTEE

Membership:	Six members of the tenured faculty: three elected; three appointed by the Dean. There shall be one faculty member from each academic unit on the committee. Tenured full professors, except heads of academic units, are eligible for membership. Only tenured and tenure track faculty members are eligible to vote. Ballots will be sent by the Dean's office; all faculty eligible to serve from the areas that have a vacancy will be listed on the ballot; voting will be handled electronically.
Chair:	Appointed by the Dean 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.
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 faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute it to the Dean and 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 nominated to the Dean by the Academic Unit Heads; and a chairperson.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Associate Dean for Graduate Programs (non-voting)
Term of Membership:	All members shall serve a two-year term.
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 faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and will distribute it to the Dean and faculty.

TEACHING COMMITTEE

Membership:	Eight members: one from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; one Undergraduate student and one MBA student , appointed by the Dean from nominations made by the Directors of the School of Business and the MBA Program.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Term of Membership:	Two-year term for faculty members. One-year term 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 and faculty.
Other:	The Chair will prepare an annual report of the work done by the Committee and distribute the report to the Dean and 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:	Eight members: one faculty member from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; and two undergraduate students (non-voting), appointed by the Dean from nominations made by the Director of the School of Business.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Director of the School of Business.
Term of Membership:	Two-year term for faculty members. One-year term for student members.
Purpose & 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 and faculty.
Other:	The Chair shall prepare an annual report of the work done by the Committee and distribute the report to the Dean and 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.