



UNIVERSITY OF FLORIDA

COLLEGE OF BUSINESS ADMINISTRATION
GRADUATE SCHOOL OF BUSINESS
FISHER SCHOOL OF ACCOUNTING
JOHN KRAFT, DEAN

101 ANDERSON HALL
GAINESVILLE, FLORIDA 32611-2014
(904) 392-2397
FAX (904) 392-2086

GENERAL FACULTY MEETING
April 26, 1991

MINUTES

The meeting was called to order by Dean John Kraft at 2:05 p.m.

1. MINUTES

A motion was made and seconded to adopt the minutes from the March 29, 1991, meeting. The motion passed unanimously as amended.

#7 reads "Andy McCollough reported on the new General Education Proposal. The proposal has gone before the University Senate as information and will go"

should read "... Curriculum Committee as an informational item"

2. DEAN' REPORT

Dean John Kraft reported that the College has received \$110,000 in OCO money and it will be distributed as such; \$30,000 for the Media Center \$20,000 for the Fisher School of Accounting, and \$60,000 for the College. Dean Kraft stated that if any one has specific requests for computer equipment, they should direct them to Eric in the Computer Lab.

Dean Kraft reported the following information which took place at the University Senate Meeting. Jack Faricy won one of the university teaching awards as a College nominee. The General Education requirements discussed at the last faculty meeting were passed. He stated that over the next year or two adjustments will have to be made in the College's curriculum.

Dean Kraft reported the College received its accreditation from AACSB for the Undergraduate and Masters Program and also for the Fisher School of Accounting at the Undergraduate and Master level.

Dean Kraft reported that nothing has really changed regarding the budget. There is a possibility that the University will receive some funding however, there may be strings attached to qualify for the funding.

May 8, 1991
Page 2

3. STUDENT EVALUATION TEACHING COMMITTEE

Professor Livingston reported that the Committee had received several comments from the faculty on the new teacher evaluation form presented to the faculty at the previous meeting. He stated that the Committee has revised the form to reflect some of the comments received. Much discussion took place regarding the order of the evaluation. A motion was made to move #5 and #12 to the top of the questionnaire. At this time the motion was amended to keep #5 and #12 as is and to move #10 and #11 just before #6. The original motion with the amended changes was seconded and passed to adopt the new teacher evaluation form.

4. SABBATICAL EVALUATION COMMITTEE

Nominations were taken from the floor to elect three individuals to serve on the College's Sabbatical Evaluation Committee. It was stated that the individuals eligible are tenured members of the faculty and must be in residence in the Fall. Two groups that are not eligible are those that have intentions of applying for sabbatical and those who served on the evaluation committee last year. Those nominated were Bill Messier, Harold Benson, and Dave Nye. The motion was seconded to close the floor for nominations. It was stated that since we only had three nominees a ballot would not be sent out.

A motion was made to adjourn the meeting at 2:30 p.m.

0507.7/TXTRCM

cc: S. Haughton
S. Beeland
D. Johnson



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GRADUATE FACULTY MEETING
April 26, a991

MINUTES

The meeting was called to order by Dean John Kraft at 2:35 p.m.

1. GRADUATE COURSE CHANGES

Professor Romano reported that the Graduate Committee would like to request approval on the following two items:

1. The creation of a New Graduate Course in Real Estate: Dr. Romano stated that in the past the course had been included within the program under REE 6905 (independent study). A motion was made and seconded to adopt the course "Appraisal Demonstration Report" into the Dept. of Finance, Insurance and Real Estate. The motion was passed unanimously by the Faculty.
2. Elimination of DIS MBA Course and Change in Two DIS MBA Courses: Dr. Romano stated that these changes consolidate three required MBA courses into two. QMB 5600 is eliminated, and the material is included in MAN 5505 and QMB 5200. The latter two courses are increased by one credit each to accommodate the additional materials. A motion was made and seconded to consolidate the three courses into two. The motion was passed unanimously by the Faculty.

A motion was made to adjourn the meeting at 2:45 p.m.

0507.8/TXTRCM

cc: S. Haughton
S. Beeland
D. Johnson



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GENERAL FACULTY MEETING
Friday, April 26, 1991
2:00 - 4:00 p.m. (102 BUS)

AGENDA

1. Minutes from March 29, 1991, General Faculty Meeting
2. Dean's Report
3. Student Evaluation Teaching Committee - Miles Livingston
(Attachment #1)
4. Sabbatical Evaluation Committee:
 - The tenured faculty of the College in the bargaining unit are to nominate and then elect three members from the tenured faculty to serve on a College Selection Committee for sabbaticals in 1992-93.
 - Faculty who served on the committee for the selection of the 1991-92 recipients and faculty who intend to apply for a sabbatical leave are not eligible to serve on a selection committee. Last year's selection committee consisted of: David Sappington, Chris James and Gordon Bechtel.
 - A ballot will be prepared and distributed listing the individuals nominated. The three people receiving the largest number of votes will be elected. The person receiving the highest number of votes will serve as Chair and University representative.
5. Other Business

GRADUATE FACULTY MEETING
Friday, April 26, 1991

AGENDA

1. Graduate Course Changes - Richard Romano (Attachment #2)
 - Creation of a New Graduate Course in Real Estate
 - Elimination of DIS MBA Course and Change in Two DIS MBA Courses

cc: Sharon Haughton
Donna Johnson
Steve Beeland

PROPOSAL TO THE FACULTY

The Teaching Evaluations Committee recommends that the faculty adopt the attached new student evaluation questionnaire.

This questionnaire will be printed on a machine-gradable form. On the front page, students will bubble-in their responses. On the back page, students will have space to write responses to the questions.

College of Business Administration
Teacher Evaluation Form

Course	Section	Term/Year	Instructor's Name	Major	GPA
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Evaluations of all courses taught by your instructor are included in annual reports and are considered in annual salary adjustments and promotion and tenure decisions. They are also used by the University of Florida to report the University's performance levels to the Florida legislature. Please give thoughtful and honest evaluations to the following questions.

INSTRUCTIONS: Please blacken one bubble for each question. Note that one (1) is the lowest rating and five (5) is the highest rating. A three (3) indicates an average rating. Do not use ink.

COURSE EVALUATION: Compared to other university courses

	LOW	AVERAGE	HIGH
1. Amount learned.....	1	2 3	4 5
2. Clarity of assigned readings	1	2 3	4 5
3. Amount of effort required	1	2 3	4 5
4. Difficulty of the subject matter was.....	1	2 3	4 5
5. Compared to other courses, the educational value of this course was in the.....	1	2 3	4 5
1=Lowest 20% 2=Next 20% 3=Average 4=Next 20% 5=Highest 20%			

INSTRUCTOR EVALUATION: Compared to other university instructors

	POOR	AVERAGE	SUPERIOR
6. Clarity of presentation.....	1	2 3	4 5
7. Success at motivating learning.....	1	2 3	4 5
8. Encouraged students to think about the implications of the material.....	1	2 3	4 5
9. Organization of class periods/lectures.....	1	2 3	4 5
10. Tests (1=Unfair, 3=Somewhat Fair, 5=Fair)...	1	2 3	4 5
11. Grading (1=Unfair, 3=Somewhat Fair, 5=Fair)	1	2 3	4 5
12. My overall rating of this instructor's teaching effectiveness compared to other instructors is in the.....	1	2 3	4 5
1=Lowest 20% 2=Next 20% 3=Average 4=Next 20% 5=Highest 20%			
13. Expected Grade.....	S/U	D	C B A

OPTIONAL QUESTIONS

	POOR	AVERAGE	SUPERIOR
14.	1	2 3	4 5
15.	1	2 3	4 5
16.	1	2 3	4 5
17.	1	2 3	4 5
18.	1	2 3	4 5
19.	1	2 3	4 5
20.	1	2 3	4 5

Please comment on any of the following about which you have an opinion.

1. What personal qualities or teaching skills of the instructor contributed to the success of the course?

2. What personal qualities or teaching practices of the instructor hindered the success of this course?

3. What is your opinion of the course content, including the textbook?

4. Add any other comments.

Teachers Behaviors Inventory

Instructions to Student

In this inventory you are asked to assess your instructor's specific classroom behaviors. Your instructor has requested this information for the purpose of instructional analysis and improvement. Please try to be both thoughtful and candid in your responses so as to maximize the feedback value.

Your judgments should reflect that type of teaching you think is best for this particular course and your particular learning style. Try to assess each behavior independently rather than letting your overall impression of the instructor determine each individual rating.

Each section of the inventory begins with a definition of the category of teaching to be assessed in that section. For each specific teaching behavior, please indicate your judgment as to whether your instructor should increase, decrease, or make no change in the frequency with which he/she exhibits the behavior in question. Please use the following rating scale in making your judgments:

- 1 = almost never
- 2 = rarely
- 3 = sometimes
- 4 = often
- 5 = almost always

Clarity: method used to explain or clarify concepts and principles

- | | | | | | |
|---|---|---|---|---|---|
| 1. Gives several examples of each concept | 1 | 2 | 3 | 4 | 5 |
| 2. Uses concrete everyday examples to explain concepts and principles | | | | | |
| 3. Fails to define new or unfamiliar terms | 1 | 2 | 3 | 4 | 5 |
| 4. Repeats difficult ideas several times | 1 | 2 | 3 | 4 | 5 |
| 5. Stresses most important points by pausing, speaking slowly, raising voice, and so on | 1 | 2 | 3 | 4 | 5 |
| 6. Uses graphs or diagrams to facilitate explanation | 1 | 2 | 3 | 4 | 5 |
| 7. Points out practical applications of concepts | 1 | 2 | 3 | 4 | 5 |
| 8. Answers students' questions thoroughly | 1 | 2 | 3 | 4 | 5 |
| 9. Suggests ways of memorizing complicated ideas | 1 | 2 | 3 | 4 | 5 |
| 10. Writes key terms on blackboard or overhead screen | 1 | 2 | 3 | 4 | 5 |
| 11. Explains subject matter in familiar colloquial language | 1 | 2 | 3 | 4 | 5 |

Enthusiasm: use of non-verbal behavior to solicit student attention and interest

- | | | | | | |
|--|---|---|---|---|---|
| 12. Speaks in a dramatic or expressive way | 1 | 2 | 3 | 4 | 5 |
| 13. Moves about while lecturing | 1 | 2 | 3 | 4 | 5 |
| 14. Gestures with hands or arms | 1 | 2 | 3 | 4 | 5 |
| 15. Exhibits facial gestures and expressions | 1 | 2 | 3 | 4 | 5 |
| 16. Avoids eye contact with students | 1 | 2 | 3 | 4 | 5 |
| 17. Walks up aisle beside students | 1 | 2 | 3 | 4 | 5 |
| 18. Gestures with head or body | 1 | 2 | 3 | 4 | 5 |
| 19. Tells jokes or humorous anecdotes | 1 | 2 | 3 | 4 | 5 |
| 20. Reads lecture verbatim from prepared notes or text | 1 | 2 | 3 | 4 | 5 |
| 21. Smiles or laughs while teaching | 1 | 2 | 3 | 4 | 5 |
| 22. Shows distracting mannerisms | 1 | 2 | 3 | 4 | 5 |

Interaction: techniques used to foster students' class participation

- | | | | | | |
|---|---|---|---|---|---|
| 23. Encourages students' questions and comments during lectures | 1 | 2 | 3 | 4 | 5 |
| 24. Criticizes students when they make errors | 1 | 2 | 3 | 4 | 5 |
| 25. Praises students for good ideas | 1 | 2 | 3 | 4 | 5 |
| 26. Asks questions of individual students | 1 | 2 | 3 | 4 | 5 |
| 27. Asks questions of class as a whole | 1 | 2 | 3 | 4 | 5 |
| 28. Incorporates students' ideas into lecture | 1 | 2 | 3 | 4 | 5 |
| 29. Presents challenging, thought-provoking ideas | 1 | 2 | 3 | 4 | 5 |
| 30. Uses a variety of media and activities in class | 1 | 2 | 3 | 4 | 5 |
| 31. Asks rhetorical questions | 1 | 2 | 3 | 4 | 5 |

Organization: ways of organizing or structuring subject matter

- | | | | | | |
|--|---|---|---|---|---|
| 32. Uses headings and subheadings to organize lectures | 1 | 2 | 3 | 4 | 5 |
| 33. Puts outline of lecture on blackboard or overhead screen | 1 | 2 | 3 | 4 | 5 |
| 34. Clearly indicates transition from one topic to the next | 1 | 2 | 3 | 4 | 5 |
| 35. Gives preliminary overview of lecture at beginning of class | | | | | |
| 36. Begins class with a review of topics covered last time | | | | | |
| 37. Explains class with a review of topics covered last time | 1 | 2 | 3 | 4 | 5 |
| 38. Periodically summarizes points previously made | 1 | 2 | 3 | 4 | 5 |

Pacing: rate of information presentation, efficient use of time

- | | | | | | |
|---|---|---|---|---|---|
| 39. Dwells excessively on obvious points | 1 | 2 | 3 | 4 | 5 |
| 40. Digresses from major theme of lecture | 1 | 2 | 3 | 4 | 5 |
| 41. Covers very little material in class sessions | 1 | 2 | 3 | 4 | 5 |
| 42. Asks if students understand before proceeding to next topic | | | | | |
| 43. Sticks to the point in answering students' questions | 1 | 2 | 3 | 4 | 5 |

Disclosure: explicitness concerning course requirements and grading criteria

- | | | | | | |
|--|---|---|---|---|---|
| 44. Advises students as to how to prepare for tests or exams | 1 | 2 | 3 | 4 | 5 |
| 45. Provides sample exam questions | 1 | 2 | 3 | 4 | 5 |
| 46. Tells students exactly what is expected of them on tests, essays, or assignments | 1 | 2 | 3 | 4 | 5 |
| 47. States objectives of each lecture | 1 | 2 | 3 | 4 | 5 |
| 48. Reminds students of test dates of assignment deadlines | 1 | 2 | 3 | 4 | 5 |
| 49. States objectives of course as a whole | 1 | 2 | 3 | 4 | 5 |

Speech: characteristics of voice relevant to classroom teaching

- | | | | | | |
|--|---|---|---|---|---|
| 50. Stutters, mumbles or slurs words | 1 | 2 | 3 | 4 | 5 |
| 51. Speaks at appropriate volume | 1 | 2 | 3 | 4 | 5 |
| 52. Speaks clearly | 1 | 2 | 3 | 4 | 5 |
| 53. Speaks at appropriate pace | 1 | 2 | 3 | 4 | 5 |
| 54. Says "um" or "ah" | 1 | 2 | 3 | 4 | 5 |
| 55. Voice lacks proper modulation (speaks in monotone) | 1 | 2 | 3 | 4 | 5 |

Report: quality of interpersonal relations between teacher and students

- | | | | | | |
|--|---|---|---|---|---|
| 56. Addresses individual students by name | 1 | 2 | 3 | 4 | 5 |
| 57. Announces availability for consultation outside of class | 1 | 2 | 3 | 4 | 5 |
| 58. Offers to help students with problems | 1 | 2 | 3 | 4 | 5 |
| 59. Shows tolerance of other points of view | 1 | 2 | 3 | 4 | 5 |
| 60. Talks with students before or after class | 1 | 2 | 3 | 4 | 5 |



COLLEGE OF BUSINESS ADMINISTRATION • UNIVERSITY OF FLORIDA • GAINESVILLE 32611-2017
Department of Economics

904 • 392-0151
Fax: 904 • 392-6250

April 17, 1991

Memorandum

TO: Sharon Haughton
FROM: Richard Romano *Richard Romano*
SUBJECT: Graduate Course Changes for CBA Faculty Meeting

The CBA Graduate Committee would like the course changes described below included on the agenda of the upcoming CBA faculty meeting. The Graduate Committee has approved and recommends faculty approval of both changes.

(1) Creation of A New Graduate Course in Real Estate

(See attachment A, pp. A1-A6). Comment: Although officially this constitutes creation of a new course, it is one that is presently taught under REE 6905 (independent study). Hence, it is already tested and integrated into the MA program in real estate, and has no resource implications.

(2) Elimination of DIS MBA Course and Change in Two DIS MBA Courses

(See attachment B, pp. B1-B7). Comment: Collectively these changes consolidate 3 required MBA courses into 2. Specifically, QMB 5600 is eliminated, and the material is included in MAN 5505 and QMB 5200. The latter two courses are increased by one credit each to accommodate the additional materials.

RR/jf

cc: Professors Lutz, Crum, & Kohler



GRADUATE SCHOOL OF BUSINESS ADMINISTRATION • UNIVERSITY OF FLORIDA • GAINESVILLE 32611-2017

Department of Finance, Insurance, and Real Estate

Tel: (904) 392-0153
Fax: (904) 392-6250

November 7, 1990

MEMORANDUM

TO: Richard Romano, Chairman, Graduate Committee
College of Business Administration

FROM: Roy L. Crum, Chairman *RLC*
Department of Finance, Insurance, and Real Estate

SUBJECT: New Course Request

Attached is a request to create a new graduate-level course in real estate within our department.

This course serves as the capstone of the appraisal-track masters degree program in real estate (nonthesis option). It entails the research and preparation of an appraisal demonstration report. In the past, the course has been included within the program under REE 6905 (independent study). The Graduate School has requested that a separate course number be assigned. (See attached memorandum from Dean Madelyn Lockhart.)

The faculty of the Department of Finance, Insurance, and Real Estate have approved this request.

Attachments

Institution UF
Campus N/A
FICE 1535

NEW COURSE TRANSMITTAL FORM
(See Reverse for Directions)

OAA # _____

Department: Dept. of Finance, Insurance and Real Estate Discipline Real Estate

Course Title: Appraisal Demonstration Report

Credit Type: Semester XX Total Credit Hours: 6 # Contact Hours*: Base Head count

Recommended CNS Prefix & Number RFF Alpha 6 First Digit* Taxonomy Number Lab Indicator if applicable (C or L)

Prerequisites: no

Corequisites: no

Catalog Course Description: The appraisal demonstration report, a major work requiring students to integrate knowledge and analytical tools developed through coursework and internship, is a substantial research effort comprising market data collection and analysis undertaken during the internship period. The final report, evidence of a thorough understanding of the appraisal process is required for completion of the nonthesis master's degree program in real estate and urban anal.
Intended Students (check all that apply) Undergraduate Major Undergraduate Non-Majors

Adv. Undergrad & Graduates Graduate Students Only Others

Attach a one-page outline of the proposed course that lists its major topics, teaching materials, textbooks, and instructor (include status of Graduate Faculty if applicable).

none

List any other course(s) in the University catalog dealing with similar subject matter

No duplication or infringement believed to exist.

List the department chairperson (by name and dept.) with whom you have cleared any question of possible duplication or infringement by this course. Each such chairperson must either sign the outline requested to indicate no concern over possible supplantation or infringement, or make comments. Any lack of comments or signatures must be indicated.

State the term in which the dept. first wishes to offer the course: Spring 1991

Roy L. Crum Signature of Department Chairperson 1 Oct 90 Date Halbert G. Smith, Director Name of Departmental Contact 392-0157 Phone

Signature of College Dean _____ Date _____ Signature of Graduate Dean, if applicable _____ Date _____

Approved _____ Disapproved _____ Effective Date _____

JCC Chairman/Institutional Contact _____ Date _____ Last date for inclusion in catalog copy _____

FOR FACULTY DISCIPLINE TASK FORCE AND SYSTEM STAFF USE ONLY

Approved Prefix and Number _____ CIP Code _____

Generic Course Title _____

Century Title _____ Decade Title _____

Remarks _____

Reviewed by _____ Discipline Task Force Representative _____ Date _____

Input into Data Base _____ Date _____ by _____

*Please see reverse for new information regarding contact hours and/or first digit (course level) assignment.

REE 6--- APPRAISAL DEMONSTRATION PROJECT

Objective:

This course serves as the final examination for the M.A. Degree (non-thesis option), real estate major. Its major requirement is for students to prepare a demonstration appraisal report that is suitable for submission to a professional appraisal organization in partial satisfaction of the requirements for a professional designation.

Background:

In order to prepare a demonstration appraisal report, students must know the theory, procedures and techniques of appraisal. Every step in the appraisal process must be explained, and conclusions must be justified by market data. These data are collected and analyzed during the two periods of internship in the program. The report is written during the final semester on campus and the final summer of internship. It is a major work, typically much longer than a thesis, that requires students to integrate everything they learn in the program into a final, professional report.

Course Materials:

There is no single text for the course. The following books and journals serve as references for the course:

- AIREA; The Appraisal of Real Estate, Chicago, AIREA, 1988.
- Boyce and Kinnard; Appraising Real Property, Lexington, DC Heath and Company, 1984.
- Friedman and Ordway, Income Property Appraisal and Analysis, Reston, Reston Publishing Co., 1981.
- Ring and Boykin, The Valuation of Real Estate, Englewood Cliffs, Prentice-Hall, 1986.
- Smith and Belloit, Real Estate Appraisal, Columbus, Publishing Horizons, Inc., 1987.
- The Narrative Report, AIREA, 1988
- The Appraisal Journal
- The Journal of Real Estate Research
- The Real estate Appraiser and Analyst
- AREUEA Journal

Property Type

The subject to be appraised must be a relatively large income-producing property. It should be amenable to analysis by three approaches to value, and it should contain either incurable functional obsolescence or external obsolescence. Market data must be available to support each basic step within the approaches. The owner of the property must be willing to cooperate in providing data about the property itself and in providing access to the property.

Demonstration Appraisal Report Outline:

The following outline shows the major parts and components of a demonstration appraisal report. Appropriate support should be provided for every significant conclusion. Each major section must be explained in sufficient depth for any reasonably knowledgeable person to be able to follow.

- I. Letter of Transmittal
 - A. Purpose of the report
 - B. Address of property appraised
 - C. Legal interest appraised
 - D. Statement of personal investigation of the property
 - E. Reference to attached report
 - F. Range of value with probability estimates and/or point estimate of value
 - G. Date on which the value conclusion applies
 - H. Signature
- II. Title Page of Report
- III. Table of Contents
- IV. Photographs of Appraised Property
- V. Summary of Important Conclusions
 - A. Value range with probability estimates and/or point estimate of value
 - B. Effective age and economic life of improvements
 - C. Reproduction costs (where applicable)
 - D. Net operating income forecasted for the property (when applicable)
 - E. Capitalization rates used (when applicable)
 - F. Statement of whether the improvements are or are not the highest and best use of the site. If not, the appraiser should indicate the use believed to be the site's highest and best use.
 - G. Statement of whether the property is being put to its highest and best use. If not, the appraiser should indicate the highest and best use of the property as improved.
 - H. Any special or unusual factors influencing the analysis.
- VI. Analysis of the Property
 - A. Purpose of the analysis and the program of use considered
 - B. Physical characteristics of the property
 - C. Locational characteristics of the property
 - D. Legal characteristics of the property
- VII. Background Analysis
 - A. International and national level
 - B. Regional level
 - C. Community level
 - D. Neighborhood or district level

- VIII. Analysis of the Site's Highest and Best Use
 - A. Age and condition of improvements
 - B. Possible alternative uses, if the site were vacant
 - C. Analysis of profitability of alternative uses
- IX. Analysis of the Highest and Best Use of the Property as Improved
 - A. Should existing improvements to be demolished?
 - B. Alternative uses
- X. Estimation of Market Value
 - A. Income capitalization approach (if appropriate)
 - 1. Presentation and justification of a reconstruction operating statement
 - 2. Derivation and justification of the market rate of return and rate of recapture
 - 3. Explanation of capitalization procedures used
 - 4. Capitalization of NOI to market value
 - B. Sales-Comparison Approach
 - 1. Description of properties selected for comparison
 - 2. Identification and justification of adjustments
 - 3. Indicated value
 - 4. Presentation and summary comparison grid
 - C. Cost Less Depreciation Approach (if appropriate)
 - 1. Derivation and justification of reproduction cost
 - 2. Measurement and justification of accrued depreciation
 - 3. Estimation of site value
- XI. Value Conclusions
 - A. Range of value and probability estimations
 - B. Reconciliation and point estimate of value
- XII. Authentication
 - A. Contingent and limited conditions upon the value conclusion
 - B. Certification of personal investigation and analysis
 - C. Qualifications of the appraiser
 - D. Appraiser's signature and date of the report
- XIII. Addenda
 - A. Additional photographs
 - B. Additional maps
 - C. Charts, graphs, tables and technical data

96 / FIELDS OF INSTRUCTION

5424—Econometric Models and Methods, ECO 6426—Econometric Methods I, STA 6126—Statistical Methods in Social Research I, or STA 6200—Fundamentals of Research Design.

The major field in finance consists of at least 16 credit hours in graduate course work in finance including FIN 6446 and 6447—Financial Theory I and II. Students may elect to have one "strong" minor (16 credit hours), two "weak" minors (8 credit hours each), or a supporting field which is not declared as a minor. If a supporting field is chosen, at least 16 hours of course work acceptable to the student's supervisory committee must be taken. The supporting field option is selected when a student wishes to take courses across a number of departments. Other requirements are listed in the *General Information* section of this *Catalog*.

Real Estate.—The breadth requirement, as in all concentrations for the business administration program, applies only to students entering without prior course work in business. It consists of at least three courses from the following list (two or more fields must be represented): GEB 5405—Legal Environment of Business, FIN 5405—Financial Management; FIN 5525—Security Markets and Pricing, FIN 6246—Money and Capital Markets, MAR 6716—Problems and Methods of Marketing Management, MAR 6506—Consumer Behavior, and ACG 5005—Financial Accounting.

The research foundations include ECO 5415—Statistical Methods in Economics, ECO 5424—Econometric Models and Methods, GEB 5805—Mathematical Methods and Their Applications to Business and Economic Analysis, STA 4321 and 4322—Mathematical Statistics I and II, ECO 6115—Microeconomic Theory I, and ECO 6206—Macroeconomic Theory I.

The major field, minor, and supporting field requirements have the same credit stipulation as those outlined above for finance, except that the major work is in real estate.

The M.A. with a concentration in either finance or real estate requires a minimum of 30 credit hours which includes a minor of at least 6 credits and a thesis. No more than 6 hours of 6971 count toward the 30 credit minimum.

The M.A. nonthesis option for the concentration in real estate is a two-year program consisting of at least 35 credits of on-campus, letter-graded courses and 6 credits of off-campus internship.

FIN 5405—Business Financial Management (3) *Prereq:* ACG 5005, GEB 5756. *Required of all MBA degree candidates who have had no basic business finance course.* Analysis of business financing and investing decisions.

FIN 5425—Corporate Finance (3) *Prereq:* FIN 4414, 5405, or consent of instructor. The application of business finance problems. Students prepare written solutions to case problems.

FIN 5525—Security Markets and Pricing (3) *Prereq:* FIN 5405 or consent of instructor. An examination of security market structure and the theory of security selection and pricing.

FIN 6246—Money and Capital Markets (4) *Prereq:* FIN 5405, college-level mathematics, and statistics. Financial markets, with emphasis on flow of funds, interest rate determination, and allocation of resources.

FIN 6324—Financial Institutions (3) *Prereq:* FIN 5405. *Designed for MBA candidates.* Description and analysis of management decisions in a changing economic and regulatory environment.

FIN 6446—Financial Theory I (4) *Prereq:* FIN 5405 or consent of instructor. The first in a two-course sequence. Emphasis on the theory of the firm's investment and financing decisions.

FIN 6447—Financial Theory II (4) *Prereq:* FIN 6446 or consent of instructor. Emphasis on the theory of the financial intermediary system.

FIN 6626—International Finance (4) *Prereq:* FIN 5405 or consent of instructor. A study of international financial markets and institutions, and problems encountered by corporations operat-

ing in the international environment.

FIN 6905—Individual Work in Finance (1-4; max: 7) *Prereq:* permission of department and Director of Graduate studies. Reading and/or research in finance as needed by graduate students.

FIN 6940—Supervised Teaching (1-5; max: 5) S/U.

FIN 6971—Research for Master's Thesis (1-15) S/U.

FIN 7808—Corporate Finance (4) *Prereq:* FIN 6446, FIN 6447 or consent of instructor. Theory and empirical analyses of corporate financial decisions in a world of risk with both perfect and imperfect markets.

FIN 7809—Investments (4) *Prereq:* FIN 6446, FIN 6447 or consent of instructor. Theory and empirical analyses of security investment decisions in a world of risk with both perfect and imperfect markets.

FIN 7810—Financial Markets and Institutions (4) *Prereq:* FIN 6446, FIN 6447 or consent of instructor. The economic role of financial markets and institutions and how financial decisions are made by financial institutions.

FIN 7938—Finance Research Workshop (1-4; max: 7) Analysis of current research topics. Paper presentation and critiques by doctoral students, faculty, and visiting scholars.

FIN 7979—Advanced Research (1-9) Research for doctoral students before admission to candidacy. Designed for students with a master's degree in the field of study or for students who have been accepted for a doctoral program. Not open to students who have been admitted to candidacy. S/U.

FIN 7980—Research for Doctoral Dissertation (1-15) S/U.

REE 5001—Case Studies in Valuation Analysis and Report Writing (3) Analysis of various property types and appraisal situations. Case studies illustrate and teach application of appraisal methodology to typical assignment.

REE 5505—Real Estate Development and Management (3) The decision making process concerning the production and management of real estate resources. Includes principles and techniques employed by developers and managers, as well as case studies of real estate projects.

REE 6286—Seminar in Real Estate Financial Analysis (3) Mortgage risk analysis, mortgage risk rating; trading on equity; long- and short-term financing; problems encountered in slum clearance, subdivision, and urban redevelopment.

REE 6305—Seminar in Real Estate Valuation (3) Advanced theories and methods of appraisal. Statistical inference, market simulation, and application of specialized appraisal theory to appraisal problems.

REE 6395—Seminar in Real Estate Investment and Development (3) Advanced theory and applications of real estate investment analysis to both existing properties and new development. Emphasis on problem identification, analysis and prospective solutions.

REE 6609—Seminar in Land Use Controls (3) Survey of environmental planning, zoning, and similar laws with emphasis on Florida law. Costs and benefits as they relate to both private and public sectors.

REE 6756—Seminar in Real Estate Market Analysis (3) Economic factors which provide the basis for urban growth and development. Analysis of real estate supply and demand with applications to residential and nonresidential markets.

REE 6905—Individual Work in Real Estate (1-3; max: 7) *Prereq:* permission of department and Director of Graduate Studies. Reading and/or research in real estate.

REE 6910—Supervised Research (1-5; max: 5) S/U.

REE 6940—Supervised Teaching (1-5; max: 5) S/U.

REE 6946—Internship (1-3; max: 10) *Prereq:* at least one semester of graduate work in real estate. Work experience in a real estate office for graduate students who intend to become professional appraisers and analysts. S/U.

REE 6971—Research for Master's Thesis (1-15) S/U.

REE 7920—Real Estate Research Workshop (3; max: 6) Analysis of current research topics. Paper presentation and critiques by doctoral students, faculty, and visiting scholars.

REE 7979—Advanced Research (1-9) Research for doctoral students before admission to candidacy. Designed for students with a master's degree in the field of study or for students who have been accepted for a doctoral program. Not open to students who have been admitted to candidacy. S/U.

REE 7980—Research for Doctoral Dissertation (1-15) S/U.

RMI 6195—Seminar in Life Insurance (3) *Prereq:* RMI 4115. Problems in life insurance and related fields.

RMI 6296—Seminar in Property and Liability Insurance (3) *Prereq:* RMI 3206, 3207. Meaning, economic influences, social



UNIVERSITY OF FLORIDA

COLLEGE OF BUSINESS ADMINISTRATION
DEPARTMENT OF DECISION AND INFORMATION SCIENCES

GAINESVILLE, FL 32611
904 • 392-0600

March 1, 1991

MEMORANDUM

TO: R. Romano
FROM: G. Koehler *AK*
RE: Attached Course Changes and Course Deletion

Please distribute copies of attached graduate course changes for MAN 5505 and QMB 5200 and course deletion for QMB 5600 to be included for approval at the next Graduate Committee Meeting.

cc: Sharon Haughton ✓

CE-037

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE TERMINATION OR CHANGE TRANSMITTAL FORM
(See instructions for completing Part I on reverse side.)

PART I: TO BE COMPLETED BY THE UNIVERSITY

UNIVERSITY OF FLORIDA 001535 Decision & Info. Sciences
University Institutional Code Department

Current SCNS Course Identification:

Discipline (SMA) ___ Prefix Q M B Level 5 Course No. 6 0 0 Lab Code ___

University's Current Course Title: Decision Sciences

TERMINATE CURRENT COURSE: Effective Term Fall 1992 (Skip to signatures)

COMPLETE ONLY THOSE PORTIONS WHERE CHANGES ARE REQUESTED:

Recommended Revised SCNS Course Identification:

Discipline (SMA) ___ Prefix ___ Level ___ Course No. ___ Lab Code ___ Contact Hr: Base ___
OR Head Count ___

University's Revised Course Title: _____

College Credit: From _____ To _____ To reduce the number of required

Explanation of Requested Change: core courses for Master of Business Administration students.

Revised Catalog Description (For graduate courses, attached brief syllabus, grading criteria, and reading list; for undergraduate and professional courses, attach revised outline or syllabus):

Prerequisites: Add _____ Delete _____
Corequisites: Add _____ Delete _____

Intended Students (Check all that apply):
 Undergraduate Nonmajors Undergraduate Majors Advanced Undergraduates Graduate Students
 Honor Students Other (specify): _____

Category of Instruction: Introductory Intermediate Advanced

Effective Term (first term change will be implemented) _____
Dian A. Leahy 392-9600
Department Contact Phone No.

R. V. [Signature] 2/28/91
Signature of Department Chair Date Signature of College Dean Date

Signature of Graduate Dean (if applicable) _____ Date _____ Signature of University Contact _____ Date _____

FOR SCNS USE ONLY

PART II: FACULTY DISCIPLINE COMMITTEE USE ONLY

APPROVED Prefix ___ Level ___ Course No. ___ Lab Code ___
If not the same as recommended by university, please explain: _____

SCNS Course Title (if new) _____
Decade Title (if new) _____ Century Title (if new) _____

Signature of Faculty Discipline Committee Representative _____

PART III: SCNS STAFF ONLY

Signature _____ Date Entered _____ Correspondence Number _____

CE-037

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE TERMINATION OR CHANGE TRANSMITTAL FORM
(See instructions for completing Part I on reverse side.)

Form UCC2 Rev 91
OAA# _____

PART I: TO BE COMPLETED BY THE UNIVERSITY

UNIVERSITY OF FLORIDA
University

001535
Institutional Code

Decision & Info. Sciences
Department

Current SCNS Course Identification:

Discipline (SMA) ___ Prefix M A N Level 5 Course No. 5 0 5 Lab Code ___

University's Current Course Title: Operations Management

TERMINATE CURRENT COURSE: Effective Term _____ (Skip to signatures)

COMPLETE ONLY THOSE PORTIONS WHERE CHANGES ARE REQUESTED:

Recommended Revised SCNS Course Identification:

Discipline (SMA) ___ Prefix ___ Level ___ Course No. ___ Lab Code ___ Contact Hr: Base 4
OR Head Count _____

University's Revised Course Title: _____

College Credit: From 3 To 4 To include the material on
Explanation of Requested Change: mathematical modeling and simulation previously covered in QMB 5600
(QMB 5600 to be deleted)

Revised Catalog Description (For graduate courses, attached brief syllabus, grading criteria, and reading list;
for undergraduate and professional courses, attach revised outline or syllabus):

Prerequisites: Add _____ Delete _____

Corequisites: Add _____ Delete _____

Intended Students (Check all that apply):

Undergraduate Nonmajors Undergraduate Majors Advanced Undergraduates Graduate Students
 Honor Students Other (specify): _____

Category of Instruction: Introductory Intermediate Advanced

Fall 1992

Effective Term (first term change will be implemented)

Dian A. Leahy

392-9600

Department Contact

Phone No.

R. J. Leo 3/29/91
Signature of Department Chair Date

Signature of College Dean

Date

Signature of Graduate Dean
(if applicable)

Date

Signature of University Contact

Date

FOR SCNS USE ONLY

PART II: FACULTY DISCIPLINE COMMITTEE USE ONLY

APPROVED Prefix ___ Level ___ Course No. ___ Lab Code ___

If not the same as recommended by university, please explain: _____

SCNS Course Title (if new) _____

Decade Title (if new) _____

Century Title (if new) _____

Signature of Faculty Discipline Committee Representative

PART III: SCNS STAFF ONLY

Signature _____

Date Entered _____

Correspondence Number _____

MAN 5505: Production and Operations Management
Course Syllabus

Course Description: This is a survey course in production and operations management. In particular, this course provides students with an introduction to many of the basic managerial concepts and quantitative tools required in the design, operation, planning, and control of production and service systems.

Required Text: Chase, R. B. and N. J. Aquilano. Production and Operations Management: A Life Cycle Approach, Fifth Edition, Richard D. Irwin, Inc., 1989.

Course Outline: The following topics will be covered in the order indicated. The number of class meetings allocated to each topic is provided in parentheses to the right of each topic.

<u>Topic</u>	<u>Reading Assignment</u>
1. Introduction and Overview (.5)	Chapter 1
2. Productivity and Competitiveness (.5)	Chapter 2
3. Product Design and Process Selection - Manufacturing (1)	Chapter 3
4. Product Design and Process Selection - Services (1)	Chapter 4
5. Design of the Quality Control System (2)	Chapter 5
6. Forecasting (1)	Chapter 6
7. Linear and Integer Programming (3)	Tutorial 2
8. Capacity Planning and Location (2)	Chapter 7
9. Simulation (3)	Tutorial 3
10. Facility Layout (2)	Chapter 8
11. Job Design and Work Measurement (1)	Chapter 9
12. Project Planning and Control (2)	Chapter 10
13. Aggregate Planning (1.5)	Chapter 11
14. Inventory Systems for Independent Demand (1.5)	Chapter 12
15. Materials Requirements Planning (2)	Chapter 13
16. Operations Planning and Control (2)	Chapter 14
17. Materials Management and Purchasing (2)	Chapter 15
18. Just-in-Time Production Systems (1)	Chapter 16

Grading Procedure: Three exams, each worth 30% of the final grade, will be given. Exams will consist of problems to be solved. Exam coverage will be announced well in advance of each test date. All exams are closed book; however, each student is permitted to bring one 8 1/2" by 11" sheet of notes and a calculator to the exams.

Grading Procedure -- CONTINUED:

The remaining 10% of the course grade will be based on a case assignment. The case will require a detailed analysis of a given problem or set of problems. A summary of the problem, your analysis, and recommendations must be presented in an executive summary. Problem calculations, computer outputs, exhibits, figures, etc., should be submitted to support your analysis. Further details regarding this assignment will be provided later in the semester.

CE-037

FLORIDA DEPARTMENT OF EDUCATION
STATEWIDE COURSE TERMINATION OR CHANGE TRANSMITTAL FORM
(See instructions for completing Part I on reverse side.)

Form UCC2 Rev 91
OAA# _____

PART I: TO BE COMPLETED BY THE UNIVERSITY

UNIVERSITY OF FLORIDA _____ 001535 _____ Decision & Info. Sciences
University Institutional Code Department

Current SCNS Course Identification:

Discipline (SMA) ___ Prefix Q M B Level 5 Course No. 2 0 0 Lab Code ___

University's Current Course Title: Introduction to Managerial Statistics

TERMINATE CURRENT COURSE: Effective Term _____ (Skip to signatures)

COMPLETE ONLY THOSE PORTIONS WHERE CHANGES ARE REQUESTED:

Recommended Revised SCNS Course Identification:

Discipline (SMA) ___ Prefix ___ Level ___ Course No. ___ Lab Code ___ Contact Hr: Base 4
OR Head Count _____

University's Revised Course Title: _____

College Credit: From 3 To 4

Explanation of Requested Change: See attached

Revised Catalog Description (For graduate courses, attached brief syllabus, grading criteria, and reading list; for undergraduate and professional courses, attach revised outline or syllabus):

Prerequisites: Add _____ Delete _____

Corequisites: Add _____ Delete _____

Intended Students (Check all that apply):

Undergraduate Nonmajors Undergraduate Majors Advanced Undergraduates Graduate Students
 Honor Students Other (specify): _____

Category of Instruction: Introductory Intermediate Advanced

Fall 1992

Dian A. Leahy 392-9600

Effective Term (first term change will be implemented) Department Contact Phone No.

[Signature] 3/28/91
Signature of Department Chair Date

Signature of College Dean Date

Signature of Graduate Dean (if applicable) Date

Signature of University Contact Date

FOR SCNS USE ONLY

PART II: FACULTY DISCIPLINE COMMITTEE USE ONLY

APPROVED Prefix ___ Level ___ Course No. ___ Lab Code ___

If not the same as recommended by university, please explain: _____

SCNS Course Title (if new) _____

Decade Title (if new) _____ Century Title (if new) _____

Signature of Faculty Discipline Committee Representative

PART III: SCNS STAFF ONLY

Signature _____ Date Entered _____ Correspondence Number _____

QMB 5200: Business Statistics
Course Syllabus

Course Description: This course provides a survey of a variety of topics in business statistics, including the following: descriptive statistics, regression analysis, analysis of variance, time series and forecasting, nonparametric statistics, and decision theory. In general, the objective of the course is to provide students with an understanding of the role that statistics can play in making decisions in the business world.

Required Text: Aczel, Amir D. Complete Business Statistics, Richard D. Irwin, Inc., 1989.

Course Outline: The following topics will be covered in the order indicated. The number of class meetings allocated to each topic is provided in parentheses to the right of each topic.

<u>Topic</u>		<u>Reading Assignment</u>
1. Introduction	(1)	Chapter 0
2. Probability	(1)	Chapter 1
3. Random Variables	(1)	Chapter 2
4. The Normal Distribution	(1)	Chapter 3
5. Sampling and Sampling Distributions	(1)	Chapter 4
6. Confidence Intervals	(1)	Chapter 5
7. Hypothesis Testing	(1)	Chapter 6
8. The Comparison of Two Populations	(1)	Chapter 7
9. Analysis of Variance	(3)	Chapter 8
10. Simple Linear Regression	(4)	Chapter 9
11. Multiple Regression	(5)	Chapter 10
12. Time Series and Forecasting	(3)	Chapter 11
13. Nonparametric Methods and Chi-Square Test	(3)	Chapter 13
14. Bayesian Statistics and Decision Analysis	(3)	Chapter 14

Grading Procedure: Three exams, each worth 30% of the final grade, will be given. Exams will consist of problems to be solved. Exam coverage will be announced well in advance of each test date. All exams are closed book; however, each student is permitted to bring one 8 1/2" by 11" sheet of notes and a calculator to the exams.

Grading Procedure -- CONTINUED:

The remaining 10% of the course grade will be based on a case assignment. The case will require a detailed analysis of a given problem or set of problems. A summary of the problem, your analysis, and recommendations must be presented in an executive summary. Problem calculations, computer outputs, exhibits, figures, etc., should be submitted to support your analysis. Further details regarding this assignment will be provided later in the semester.