Substantive Change Prospectus

For the

Master of Business Administration

And

Executive Master of Business Administration

In

Kuala Lumpur, Malaysia

Southeast Asia Region

Submitted by:

Susan Aldridge, Ph.D.
April 2003
1. ABSTRACT

1. Proposed Change: Establishing a new site in Malaysia, which will offer existing programs: Master of Business Administration and Executive Master of Business Administration.

2. Location: The location for the new site will be: Troy State University, 159 Jalan Maharajalela, 50150 Kuala Lumpur, Malaysia. A secondary teaching location will be at: Lot 1838, Mukim Bukit Katil, Ayer Keroh, 75450 Melaka, Malaysia. The academic and administrative offices and primary teaching location will be at these two sites, Kuala Lumpur and Melaka, Malaysia.


4. Projected number of Students in 2003: 20

5. Primary Target Audience: Graduate students from Malaysia who are seeking a Master's degree in Business Administration from an American university. These students may desire to transfer from an accredited college in Malaysia by virtue of an approved transfer agreement. Students may also seek to complete their entire degree through Troy State University in Malaysia.

6. Projected Life of the Program: This program is designed to be a long-term, ongoing program in Malaysia.

7. Instructional Delivery Methods: The MBA and EMBA degrees will be delivered in a traditional in-class format on an academic calendar that consists of five 10-week terms. The schedule and programming are designed to provide maximum opportunity for students at the Troy State University site in Malaysia to transfer to the campus in Troy, Alabama.
2. BACKGROUND INFORMATION

The purpose of the substantive change is to add a new location in Malaysia and to provide existing programs at the new location. The programs support the purpose of the University includes being "dedicated to the preparation of students in a variety of fields in ... business ..." and providing a "strong liberal arts core ..." The purpose of the Business program relates specifically to the University's objectives of providing "programs that enable students to read, write, compute, speak effectively, and think critically." The program also prepares "students to demonstrate competence in their chosen field(s) of study at appropriate degree levels." The purpose of the General Business program is consistent with that portion of the Troy State University's purpose statement, which follows:

"The University offers associate, bachelor's, master's, and education specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied science, counseling, nursing, and allied health sciences, as well as to its historic role in the preparation of teachers." "To provide educational programs that enhance students' ability to read, write, compute, speak effectively, and think critically." "To prepare students to demonstrate competence in their chosen field(s) of study at appropriate degree levels and to encourage excellence in student learning." "To develop programs to address the needs of constituencies."

The proposed degree program is consistent with the degree program offered on the Troy, Alabama campus.

3. Assessment Of Need and Program Planning/Approval

Troy State University (TSU) was invited in May 2001 to offer the above Business Programs in Malaysia. These programs are designed to meet the challenges of students in the 21st century international business environment. In Malaysia, during the year 2000, the Malaysian Government was only able to accommodate 30,000 out of 100,000 applications to pursue their studies at local universities. Only 30% of the Malaysian students are able to pursue their studies at the university level in 2001. The number is expected to increase each year as the number of qualified university applicants continues to rise. Because the Malaysian Government is unable to offer additional slots at the government universities, the Malaysian Government has encouraged the private sector to increase the availability of education and training (Eighth Malaysia Plan and Framework of Third Long-Term Plan 2001-2010). The cost to the Malaysian Government to build the University Malaysia Sabah, for example, was estimated at RM1.2 billion (approximately $350 million). In order to meet the needs of the growing population, the Malaysian Government has encouraged the private sector to establish universities to meet the needs of the local Malaysian population as well as international students. It is the policy of the Government to make Malaysia the center of education excellence, by attracting more international students to study in Malaysia.
4. Description of the Change

The curriculum for this program, which is also described in the Six Points of Institutional Effectiveness (SPIE), under the Appendix section of this prospectus, is a duplicate of the curriculum in the Troy State University Graduate Bulletin and in the SPIE. The admission and graduation requirements are the same requirements as dated in the Troy State University Graduate Bulletin.

Administrative Oversight: Supervision of the University's academic extension programs involves two distinct chains of command. The University College (TSU-UC) at the Troy campus is the organizational unit responsible for providing administrative support for all extension academic programs conducted by Troy State. The director of TSU-UC is a Vice President who reports directly to the Vice Chancellor. Control over curriculum design, evaluation of faculty, and other strictly academic matters, fall under the academic chain of command, including the Deans and Department Chairs. Within University College, the Academic Dean, is responsible for accreditation issues within the College and interfaces with the academic chain of command on academic matters. TSU-UC now oversees four "administrative regions" and the Distance Learning Program where academic programs are offered. Malaysia will be one of the international sites in the Southeast Asia Region. The organization of TSU-Malaysia in particular and the region in general follows a pattern common to all UC regions. The site is staffed by a Site Director who has direct administrative responsibility for TSU programs in Malaysia.

Academic supervision of these programs (including certification of adjunct faculty) is provided most directly by the Program Coordinator, Sorrell College of Business. The Program Coordinator of the Sorrell College of Business, along with the Director of International Programs for University College, determine the capability of the site to maintain the required academic standards. Sufficient funds have been budgeted for the Dean of the Sorrell College of Business or his designee to visit the site at least twice each year to monitor academic performance. Additionally, an academic audit will be conducted each academic year by a TSU representative in Malaysia to:
(1) audit the student papers, projects and exams in the degree program,
(2) observe in-class instruction,
(3) meet with faculty members teaching in the degree program to assess their needs and address academic issues,
(4) review course syllabi,
(5) review end of course evaluations, and
(6) to provide academic advisement to students.

DEGREE PROGRAMS

1. The Master of Business Administration-General Management Option is a professional program. The program is organized to provide advanced study to students who have
already acquired a common body of knowledge in business administration. It is designed
to offer the graduates of undergraduate programs in business, or other fields closely
related to business administration, an opportunity to obtain a graduate-level program
proficiency in management, business skills, and decision making which would enable
them to carry out managerial responsibilities in both the private and public sectors.

A. Program Objectives:

The Master of Business Administration (MBA) program is designed to offer the
graduates of undergraduate programs in accounting and business an opportunity to
obtain a higher proficiency in business skills and decision making which will enable
them to carry out managerial responsibilities in the private and public sectors. The
objectives of the MBA program, whether applied to general management or within
specialized fields of business such as accounting or information systems
management, are to develop in students the ability to:
1. develop problem solving skills required in a dynamic and uncertain business
environment;
2. synthesize and apply knowledge, theories and concepts from various business
disciplines in their problem solving analysis;
3. identify and develop alternative problem solutions;
4. evaluate and choose from among the alternative identified; and
5. effectively communicate the results of their analyses.

B. Structure:

1. Students graduating with the MBA-General Management Option Degree will have
completed six (6) core courses common for all MBA students. In addition, graduates
from the MBA-General Management Option will complete four (4) courses in the
areas of Human Resource Management, Operations Management, Organizational
Behavior, and Business Research (Research component), and two (2) additional
courses of interest to the individual student’s academic, employment background
and/or specific career objectives. The program will provide students the opportunity
to gain an understanding of the subject matter that will enhance their career
opportunities. The total credit hours required for completion of the degree is 36SH.

Degree requirements include:

a. completion of the required courses (36SH) with an overall grade point average of
3.0 on a 4.0 scale; and
b. successful completion of the research component (BUS 6610) with a grade of “B”
or better.
Prerequisite Requirements

Candidates for admission to the MBA-General Management Option Program must hold an undergraduate degree in business administration or accounting, or have successfully completed the coursework or their equivalent in the following areas:

- **Management**: (MGT 3371, or equivalent)
- **Marketing**: (MKT 3361, or equivalent)
- **Finance**: (FIN 3331, or equivalent, or documented completion of the GMAC/M-Hill Pre-MBA Series Tutorial)
- **Accounting**: (ACT 2292, or 3395 or equivalent or documented completion of the GMAC/M-Hill Pre-MBA Series Tutorial)
- **Legal Environment**: (LAW 3321, or equivalent)
- **Economics**: (ECO 2251, or 2252 or equivalent)
- **Information Systems**: (IS 2241, or equivalent, or documented completion of a MS Office workshop /tutorial-minimally, Word & Excel)
- **Quantitative Methods**: (QM 2241, or documented completion of the GMAC/M-Hill Pre MBA Series Tutorial)
- **Global Issues**: (International business related course, or equivalent, or completion of MKT 3361 and MGT 3371 in the SCOB)

These prerequisite requirements to enter the MBA-General Management Option Program ensure that students have acquired a common body of knowledge in business administration.

Admission Requirements For The Master OF Business Administration

**Unconditional Admission:**

1. Applicants who have completed a master’s or higher degree from a regionally accredited university will be admitted unconditionally. No test scores are required. An official transcript showing completion of a master’s or higher degree is required.
2. (a) Bachelor’s degree from a regionally accredited college or university. Students with a baccalaureate degree from an unaccredited or otherwise accredited institution should see Unaccredited or Otherwise Accredited Student Admission; and
   (b) graduate admission exam (GMAT) score on file; and
   (c) at least 2.5 GPA on all undergraduate work or at least 3.0 GPA on the last 30 semester hours and score at least 450 on GMAT.

All transcripts from all universities must be submitted for admission to the program.
Conditional Admission:

Students not satisfying the test score and GPA requirements for unconditional admission may be conditionally admitted to the program. After the student completes the first four graduate (6000 level) courses with a "B" or better average, the student will be granted unconditional admission. Students not satisfying conditional admission requirements will be dropped from the program for one calendar year at which time the student must petition for readmission.

Curriculum

All courses offer three semester hours credit except BUS 6625, 6626, 6627.

Transfer Credit

A maximum of four courses (12 semester hours) taken at another regionally accredited institution, each with a "B" grade or better, can be applied toward the degree. These courses must be comparable in catalog description to TSU courses in a MBA program and must be approved by the appropriate main campus dean/department chair.

Requirements For Admission To Candidacy

1. To be admitted to candidacy, students must have a 3.0 GPA on all work attempted.
2. Unconditionally admitted graduate students may apply for admission to candidacy after completing 6 semester graduate hours and requirements as outlined for the specific degree program. A student will be admitted to candidacy the term following completion of 12 semester hours.

Degree Requirements

1. Students graduating with an MBA-General Management Option Degree have completed the following 18 SH of core courses common to all MBA students.

MBA Core Courses (18 semester hours):

- ACT 6691 Managerial Accounting
- BUS 6611 Business Strategy
- ECO 6651 Managerial Economics
- FIN 6631 Managerial Finance
- IS 6679 Management Information Systems
- MKT 6651 Marketing Management

2. In addition to the core, students graduating with the MBA-General Management Option Degree have completed 18 SH consisting of the following courses:
General Management Option (12 semester hours)

HRM 6603 Human Resource Management
MAN 6673 Operations Management
MGT 6671 Organizational Behavior
BUS 6601 Business Research (Research Component)

(Two approved electives)

3. Students will also select two 3SH elective courses from the following list approved MBA-General Management Option electives:

BUS 6601 Business and Professional Communication
BUS 6613 Seminar in Business
BUS 6625-6-7 Independent Study
ECO 6652 Macroeconomics and Forecasting
HRM 6601 Legal Environment of Personnel Decision
HRM 6604 Labor Law
HRM 6619 Seminar in Human Resource Administration
HRM 6622 Human Resources Staffing
HRM 6623 Training and Human Resources Development
HRM 6632 Compensation and Benefits
MAN 6657 International Economics
MAN 6674 Ethics in Business
MAN 6677 Systems Management
IS 6672 IS and Business Strategy
IS 6674 Information Systems Management
IS 6676 E-Commerce

Outcomes

1. A graduate level proficiency in business and management skills is gained by the student completing ACT 6691, BUS 6610, BUS 6611, ECO 6651, FIN 6631, HRM 6603, MAN 6673, IS 6679, MGT 6671, and MKT 6661.
2. The student completing BUS 6610, FIN 6631, ECO 6651, MAN 6673 and ACT 6691 gains a proficiency in decision-making techniques.
3. Knowledge of the concepts, processes, and institutions in marketing, distribution, production, and finance functions of business enterprise is gained by the student completing MKT 6661, ECO 6651, ACT 6691, MAN 6673 and FIN 6631.
4. The student completing BUS 6611 and ECO 6651 gains an understanding of the economic and legal environment of business enterprise along with consideration of the social and political influence of business.
5. The student completing ACT 6691, BUS 6610, ECO 6651, FIN 6631 and IS 6679 gains an understanding of the concepts and methods of accounting, quantitative
techniques, and information systems. The application of information systems will supplement these courses where appropriate.

6. The student completing HRM 6603, MGT 6671, and BUS 6611 gains knowledge of organization design, organizational behavior, organizational development, interpersonal relationships, control and motivation systems, and communication.

7. The student completing BUS 6611 gains an understanding of administration processes under conditions of uncertainty including interpretive analysis and policy determination at the overall management level.

8. Each subject area can be supplemented with BUS 6613, or BUS 6625-6-7 if the student would like to research a particular topic of interest. The student also has a wide choice of elective courses from the MS in Management and/or the MS in Human Resource Management degree. This allows the student to tailor the program to his/her academic, employment background and/or specific course objective.

Thus, this program will provide students the opportunity to gain an understanding of the subject matter of business that will enhance their career opportunities.

**MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTION**

**ACT 6691 Managerial Accounting (3)**
Study of (1) sources and classifications of accounting data; (2) classification and behavior of revenues and costs; (3) use of accounting data for profit planning and cost control; and (4) use of accounting data for special analysis.

**ACT 6692 Advanced Accounting Problems (3)**
An in-depth study of advanced accounting problems encountered in practice in the accounting profession.

**ACT 6694 Income Tax Research (3)**
Individual study of specific taxation topics and written and oral communication of the results of the study.

**ACT 6695 Accounting Research & Communication (3)**
Individual Study of specific accounting topics and written and oral communication of the results of the study.

**ACT 6698 Advanced Auditing (3)**
An in-depth study of auditing theory, practices, and problems encountered in the practice of public accountancy.
ACT 6699 Advanced Accounting Theory (3)
An in-depth analysis of the theoretical framework underlying financial accounting and reporting.

BUS 6610 Business Research (3)
Applied research of business problems to develop managerial skills in the preparation and/or evaluation of research materials.

BUS 6611 Business Strategy (3)
The development of policies, decisions and strategies from a top management point of view. (prerequisite: Must have completed 18 SH, to include ECON 6651, FIN 6631, ACCT 6691, and MKT 6661, with C or higher grades).

BUS 6613 Seminar in Business (3)
Study and analysis of current topics on the frontier of business. A combination of core material, readings, and research reports on annual aspects of business.

BUS 6625,6626,6627 Specialized Study in the Area of Business Administration (1-3)
Study of problem or problems using research techniques. Selection of the problem must be approved by the student's advisor, the instructor under whom the study is to be made, and the appropriate dean or branch director. The study should contribute to the student's program. Preparation of a scholarly paper is required and may involve an oral defense. Total credit for any combination of enrollments in these courses may not exceed 6 semester hours. A Specialized Study may be substituted for a required course only once in a student's program.

ECO 6651 Managerial Economics (3)
A study of decision-making process of business firms in the resource allocation process. Both the functioning of markets and the decisions of firms in a variety of market structures are considered. Various theories of the firm are used to study the optimal decision-making rules for business firms under conditions of uncertainty.

ECO 6652 Macroeconomics and Forecasting (3)
An analysis and application of macroeconomics theory and economic forecasting techniques available to the business manager. Such techniques as moving averages, single and multiple regression analysis, time series and cross-sectional analysis will be examined.
FIN 6631 Managerial Finance (3)
Financial problems and analysis of a business entity in today’s changing environment.

IS 6672 Information Systems and Business Strategy (3)
Considers the role of operation and information systems in defining competitive business strategies. Structural decisions (product design, marketing and finance) as well as issues that cross corporate boundaries (strategies for distribution supply management and global operations). Examines emerging issues such as global manufacturing, E-Commerce, and sourcing strategies, manufacturing automation and environmental issues.

IS 6674 Information Systems Management (3)
Theoretical and practical applications for managing computerized information systems; planning and control functions of the firm; emphasis on case studies of design projects. The application of human and organizational issues of Management Information Systems (MIS); current academic research into the analysis, design, and implementation of computer information commerce.

IS 6676 E-Commerce For Global Business (3)
Introduce state-of-the-art concepts and applications that are emerging in the field of electronics.

IS 6679 Management Information Systems (3)
Conceptual and practical foundations of information systems support of management and decision-making functions, computer system project management, economic and legal considerations of management information systems, and system implementation/evaluation.

LAW 6600 Business law for Accountants (3)
A study of the applications of business law to the practice of accountancy.

MGT 6671 Organizational Behavior (3)
The evolution of theories of human behavior in organizations with emphasis on modern concepts of organization and behavior of individuals, groups and the organization in the global business environment.
MKT 6661          Marketing Management (3)
A blending of the subjects of product planning, personal selling, advertising, channels of distribution, physical distribution and inventory control.

QM  6640          Quantitative Analysis for Managers (3)
Fundamental concepts of descriptive, probability and predictive statistics to include analysis of variance and regression.

MAN 6673          Operations Management (3)
Description and analysis of the conditions under which production of goods and services take place. Delineation of the roles played by management and labor in effecting production. Quantitative techniques used in production.
2. Executive Master of Business Administration Degree—36 semester hours.

A. Purpose of the Program:

The purpose of the Executive Master of Business Administration is to provide a master's level program offering to graduates of baccalaureate programs who meet a stipulated professional experience prerequisite an opportunity to enable them to be successful in management positions in both the private and public sectors. The program is organized to support specific and general needs of professionally diverse groups of students. It provides advanced study in business administration to students who have acquired a common body of knowledge through education and professionally diverse groups of students. It provides advanced study in business administration to students who have acquired a common body of knowledge through education and professional experience. Minor modifications in curriculum allow the EMBA program to meet specific corporate or other organizational needs in contractual programs.

EMBA graduates should have a general understanding and be able to integrate and apply to organizational issues:

- methods and concepts of financial reporting, analysis and markets
- the context of domestic and global economic environments of organizations
- concepts and practices related to the creation and distribution of goods and services
- concepts, processes, and institutions in marketing and distribution, operations management, and the financial functions of business enterprises
- consideration of the social, ethical, and political influences of business;
- concepts and methods of accounting, quantitative methods, and information systems
- how organizations can increase their effectiveness through structure, facilitating interpersonal relationships, control and motivational systems, and communications
- administrative processes under conditions of uncertainty including integrating analysis and policy determination at the overall management level

B. Portions of TSU's Purpose Statement that are Applicable:

"The University offers associate, bachelor's, master's and educational specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied sciences, nursing, and allied health sciences, as well as its historic role in the preparation of teachers..."

"A major commitment exists to provide educational services for the larger community, especially adult education and graduate education for mature students. The University also provides selected educational programs to the United States military services throughout the country and abroad."
"To prepare students to demonstrate competence in their chosen field(s) of study at appropriate degree levels and to encourage excellence in student learning."

"To develop programs to meet the needs of constituencies."

"To provide graduate and continuing educational programs for both professional advancement and personal enrichment."

2. How the Purpose of the Program is Achieved Through Its Structure and Contents: Objectives of the Program

A. Structure and Content:

The Executive Master of Business Administration (EMBA) Degree Program

The EMBA degree offers several 36-semester hour concentration options:

General Management
Healthcare Management*
Information Systems*

*Note: Only the General Management concentration will be initiated at program start-up. If the market demands the additional concentrations, they will be added in 2004 or 2005.

Required Prerequisite Course:
MAN 5501 Survey of Business Concepts

Required Core Courses:
ACT 6691 Managerial Accounting
FIN 6631 Managerial Finance
MGT 6671 Organizational Behavior
MKT 6661 Strategic Marketing Management
MAN 6674 Ethics in Business
BUS 6611 Business Strategy

Required in all concentrations other than Accounting:
QM 6640 Quantitative Analysis for Managers
ECO 6651 Managerial Economics
IS 6679 Management Information Systems

Professional Concentrations:

General Management Concentration:
MAN 6673 Operations Management
BUS 6625 Specialized Study in Business (with a management focus)
HRM 6645 International Human Resources Management
Healthcare Management Concentration:
HSA 6680 Health Services and Policy
HRM 6645 International Human Resources Management
BUS 6625 Specialized Study in Business (with a management focus)

Information Systems Concentration:
IS 6674 Information Systems Management
IS 6672 Information Systems and Business Strategy
IS 6676 E-Commerce For Global Business

No cross listings for this program. All transfer credits must go through normal academic approval procedures.

B. Objectives of the Program

The Objectives of the EMBA program are to further prepare students to:

- develop problem solving in a dynamic, and uncertain business environment
- synthesize and apply knowledge, theories and concepts from various business disciplines in their problem solving analysis
- identify and develop alternative problem solutions
- evaluate and choose from among the alternatives identified and
- effectively communicate the results of their analyses

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION COURSE DESCRIPTION

MAN 5501 Survey of Business Concepts (3)
An overview course of the business management field including the functional areas of accounting, economics marketing, finance, human relations and human resources management. Must be completed as a prerequisite by all students as a condition of entrance in the EMBA program.
Pass/Fail only.

ACT 6691 Managerial Accounting (3)
Study of (1) sources and classifications of accounting data; (2) classification and behavior of revenues and costs; (3) use of accounting data for profit planning and cost control; and (4) use of accounting data for special analysis.

BUS 6611 Business Strategy (3)
The development of policies, decisions and strategies from a top management point of view. (prerequisite: Must have completed 18 SH, to include ECON 6651, FIN 6631, ACCT 6691, and MKT 6661, with C or higher grades).
BUS 6625  Specialized Study in the Area of Business Administration (3)
Study of problem or problems using research techniques. Selection of the problem must be approved by the student’s advisor, the instructor under whom the study is to be made, and the appropriate dean or branch director. The study should contribute to the student’s program. Preparation of a scholarly paper is required and may involve an oral defense. Total credit for any combination of enrollments in these courses may not exceed 6 semester hours. A Specialized Study may be substituted for a required course only once in a student’s program.

ECO 6651  Managerial Economics (3)
A study of decision-making process of business firms in the resource allocation process. Both the functioning of markets and the decisions of firms in a variety of market structures are considered. Various theories of the firm are used to study the optimal decision-making rules for business firms under conditions of uncertainty.

FIN 6631  Managerial Finance (3)
Financial problems and analysis of a business entity in today’s changing environment.

IS 6679  Management Information Systems (3)
Conceptual and practical foundations of information systems support of management and decision-making functions, computer system project management, economic and legal considerations of management information systems, and system implementation/evaluation.

MGT 6671  Organizational Behavior (3)
The evolution of theories of human behavior in organizations with emphasis on modern concepts of organization and behavior of individuals, groups and the organization in the global business environment.

MKT 6661  Marketing Management (3)
A blending of the subjects of product planning, personal selling, advertising, channels of distribution, physical distribution and inventory control.

QM 6640  Quantitative Analysis for Managers (3)
Fundamental concepts of descriptive, probability and predictive statistics to include analysis of variance and regression.
IS 6672 Information Systems and Business Strategy (3)
Considers the role of operation and information systems in defining competitive business strategies. Structural decisions (product design, marketing and finance) as well as issues that cross corporate boundaries (strategies for distribution supply management and global operations). Examines emerging issues such as global manufacturing, E-Commerce, and sourcing strategies, manufacturing automation and environmental issues.

IS 6674 Information Systems Management (3)
Theoretical and practical applications for managing computerized information systems; planning and control functions of the firm; emphasis on case studies of design projects. The application of human and organizational issues of Management Information Systems (MIS); current academic research into the analysis, design, and implementation of computer information commerce.

IS 6676 E-Commerce For Global Business (3)
Introduce state-of-the-art concepts and applications that are emerging in the field of electronics.

MAN 6674 Ethics in Business (3)
Examination of ethical problems and conflicts encountered by managers attempting to fit their organizations to the larger social environment. Addresses ethics, codes of ethics, social responsibility of organizations in domestic and global environments.

MAN 6673 Operations Management (3)
Description and analysis of the conditions under which production of goods and services take place. Delineation of the roles played by management and labor in effecting production. Quantitative techniques used in production.

HSA 6680 Health Services and Policy (3)
The unique characteristics of the health care delivery process in the United States; acquaints students with the context of health services administration and examines key factors and forces impacting the total health system performance.

HRM 6645 International Human Resources Management (3)
An overview of recruitment, selection, training, retention, compensation, and termination of employees. It provides an overview of the human resources function and its relationship to the strategic and operational roles of general managers.
5. Faculty

The business programs in Malaysia will be supported by the following mix of faculty:

- One full-time faculty member will be hired during the first year if two cohorts are conducted; and one additional full-time faculty member will be added in the second year if two cohorts are completed each year;
- Participation by visiting faculty from TSU campuses and other TSU Regions; and
- Participation by adjunct faculty with the appropriate credentials, certified by TSU.

The full-time faculty may support this site as well as other TSU-UC sites. All faculty teaching at the locations will counsel and advise students. A preliminary list of faculty available to support the program can be found in the Appendices on page 66. Advertising for additional University College full-time faculty will continue throughout the academic year to increase the pool of eligible faculty. The faculty teaching in the program must meet the same criteria for employment as faculty teaching at the graduate level at the Troy campus, i.e., they must have a terminal degree in the teaching field or a related field from a regionally accredited institution, and sufficient graduate credit hours in the field. Student counseling time may be scheduled with the Site Coordinator, the Regional Director and with faculty members via e-mail, prior to or after class time.

All faculty, whether full-time or adjunct, are evaluated on the basis of course critiques which students complete for every course. A copy of the course evaluation is attached under the Appendices on page 57. For full-time faculty, the results of these critiques are incorporated into a comprehensive annual evaluation that includes not only teaching but also professional development as well as public service (prescribed by TSU Faculty Handbook).

Adjunct faculty teaching at distance sites are oriented to the course format, syllabus requirements, available resources, and other information through an adjunct faculty handbook and pre-teaching communication with the Director of International Programs for University College or Site Coordinator. Because of their more extensive involvement in the program, faculty on full-time contracts are given the Faculty Handbook, strategic plans, the University College Policy Manual, and they participate in meetings or conference calls to discuss student and academic policy issues.

The TSU courses will be conducted by TSU full-time or TSU certified adjunct faculty. The University delivers the program in the traditional manner, providing faculty to offer the curriculum on site in a classroom setting. Troy State programs run on an academic calendar that consists of five 10-week terms. Forty-five contact hours are scheduled for each course. Courses are held either on a weeknight (one night per week and a Saturday) or on an intensive 8-day basis, with an examination held two weeks later.

The schedule proposed for each course follows:
Two Weeks Preparation Time

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<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sunday</td>
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<td>Monday</td>
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<td>12-7:00pm</td>
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<tr>
<td>Sunday</td>
<td>9:00am-7:00pm</td>
</tr>
<tr>
<td>Monday</td>
<td>7:00pm-10:30pm</td>
</tr>
</tbody>
</table>

Two Weeks Exam Preparation Time

Proctored Examination 4 hours

In scheduling courses, at least 2 weeks intervene between the final examination in one class and the beginning of the next class. Students take one course at a time. Scheduling format for courses is based upon student needs combined with the course delivery methods determined appropriate for the subject matter.

At the conclusion of each course, each faculty member receives a “faculty survey” which must be completed and returned directly to the Director of International Programs for University College. These faculty surveys were developed to ensure that each faculty member received the administrative support necessary to teach the course. Additionally, the survey assesses the faculty opinion about the academic utility of the schedule format.

6. Library and Learning Resources

Library Support: In order to support the proposed programs, TSU provides library resources to all students through online access to the TSU libraries, through library agreements with Institut Putra, through purchased books for the libraries, and through a library agreement for students to access national libraries in Malaysia. Library support from Troy State University is available to all Troy State University students. TSU Malaysia students can locate the library databases through the library main page on the World Wide Web (http://tsulib.troyst.edu) and log on with their student identification number. This number is authorized to the library server by Datatel, the Troy State University System database, and is assigned when a student is registered into a course. Students receive printed information about the library support systems at Troy State University. They will also receive an orientation briefing on the TSU library resources.
The TSU Library and Information Resources SIRSI Webcat is described in the Appendices on page 86.

Online information available to students is extensive. Databases to which TSU subscribes or creates student access include: Infotrac Web or Gale Databases: Health Reference Center, Expanded Academic ASAP, General Business File ASAP, Associations Unlimited, Computer Database, General Reference Center Gold, Informe, Business Company Resource Center, Legaltrac, One File, Literature Resource Center (including MLA International Bibliography, Scribner Writer's Series, and Twayne Author's Series), and Biography and Genealogy Master Index; Encyclopedia Britannica: Encyclopedia Britannica, Merriam-Webster's Collegiate Dictionary; LexisNexis: Academic Universe, Statistical Universe, Current Issues; ProQuest Direct: CINAHL (Current Index to Nursing and Allied Health Literature), ABI Inform Global, CJPI (Criminal Justice Periodical Index), ProQuest Nursing Journals, ProQuest Psychology Journals, ProQuest Newspapers, Research Library Complete; EbscoHost: Academic Search Premier, Business Source Premier, ERIC (connects to EDRS for some fulltext), MasterFile Premier, Newspaper Source, Professional Development Collection (education), Mas Ultra – Schol Edition, Vocational Search, Health Source – Consumer Edition, Health Source – Nursing/Academic Edition, Clinical Pharmacology (dictionary), Alternate Health Watch, Funk and Wagnalls New World, Encyclopedia, Searchasaurus (elementary level), Psychinfo 1887-, Psychology & Behavioral Sciences, PsychArticles, Sport Discus, Regional Business News, World History Fulltext, Military and Government Collection; NetLibrary (more than 20,000 full text electronic book titles); SIRS: SIRS Knowledge Source, SIRS Discoverer, SIRS Renaissance Humanities; LitFinder: Essay Finder, Poem Finder, Story Finder; Facts on File – African Amer. History and Culture; Columbia Granger's World of Poetry; College Source On-Line; North American Women Letters and Diaries; Bio-One; MathSciNet; Wiley Interscience; Emeral American Chemical Society Web; AccessScience; GPO Access; Thomas; ABC-Clio: American: History and Life, Historical Abstracts; AskEric; PubMed; Grateful Med; Bowker Publishing – Books in Print with Reviews. Faculty play a large role in determining the journals to which the library subscribes and the books purchased.

TSU has purchased a selected list of books from the Harvard Core Collection, and general business reference books, to place on reserve at the library in Malaysia for students to borrow and use for reference. A copy of the list of selected classics and current business books that have been ordered are attached under the Appendices on page 83. The budget contains sufficient funds for an annual assessment of the library agreements and library resources available to TSU students in Malaysia. The TSU Dean of Library Science or his designee will visit the TSU site in Malaysia annually, review the collection, meet with faculty and students, and conduct briefings on library databases and research.

Computer Support: Students entering the business degree program at Troy State University in Malaysia will have access to computer labs. The computer agreements and facilities are described in the Appendices on page 114. Most students will have their own e-mail address; however, upon receipt of application, TSU will ask each student for their
e-mail address. Any student who does not have an e-mail address will be provided with one if needed.

7. Physical Resources

The permanent location of the TSU – Malaysia campus is located in Mantin, Seremban, Negeri Sembilan, at a strategic 154 acre site adjacent to a fast developing prime area and easily accessible to established places such as Kuala Lumpur, Nilai, KLIA, Putrajaya, the Multimedia Super Corridor and so forth. The campus is ideally situated with easy access to all major avenues in all directions. The amenities surrounding the campus include five storey apartment blocks, shops, clubhouse, recreational facilities, sports fields, restaurants and so forth. The classroom contains a VCR, LCD projector or overhead projector. The teaching site at Ayer Keroh is located in a 5 acre campus, which was formerly a 4 star hotel and was refurbished and upgraded with state-of-the art computer labs, library and dormitories.

Private office space for faculty counseling is available. Furnished faculty offices, computers and printers are available for full-time faculty and for adjunct or visiting faculty.

The Site Coordinator is required to have at least a Master's Degree and experience with academic administration (See appendix for position description on page 124). The TSU-Malaysia site is administratively supported by the Director of the Southeast Asia Region and the Director of International programs for University College to monitor and facilitate admission, advisement and academic procedures. Duplicate student files are maintained at each location and the Director of International Programs for University College office provides daily counseling and support via e-mail and telephone.

The TSU-Malaysia site provides all necessary services to support students in the pursuit of their degrees. These include but are not necessarily limited to:

- initial academic advisement covering all admission and degree requirements,
- providing information about student payments and application procedures,
- advisement as needed by Site Director and full-time faculty,
- providing program brochures, term schedules, and annual projected schedules to enable students to plan their curriculum of study,
- ensuring availability of textbooks and syllabi at the time of registration,
- arranging independent studies or distance learning courses for students going on required business leave,
- facilitating student requests for transcripts (bachelor's plus or degree completion),
- providing students with a grade report identifying grade(s), GPA, hours earned;
- communicating with students by e-mail to keep them informed of deadlines, University policies, and other matters; and
- providing critiques of student resumes, information about career transition services and information about job placement.
8. Financial Support

TSU will be the residential provider in Malaysia. TSU anticipates that the site will generate 20 students for the proposed degree program in the first year and 40 students in the second year. The budget detail for revenue and expenditures is found in the attached Appendices on page 130.

9. Evaluation and Assessment

Troy State University has an institutional effectiveness system that has created organizational routines and performance measures instrumental to the pursuit of academic excellence and administrative effectiveness. Under this system, feedback about the performance of academic programs and administrative units is obtained on an annual basis. This feedback is used in both the University's planning and budgeting functions. These activities—performance measurement, planning, budgeting, and the implementation that follows—are conducted according to a well-defined calendar.

The fundamental components of this system are the "Six Points of Institutional Effectiveness" (SPIE) and the Annual Assessment Reports. The SPIE is a document that identifies for each academic program or administrative unit:

a) its purpose, including how this purpose fits within the broader goals of the University;
b) how the program structure (for academic departments) or the administrative activities (for administrative units) contribute to their stated purpose;
c) the minimum expected results for the program or administrative unit;
d) the assessment instruments used to measure the performance of programs or units;
e) the procedure for administering the assessment instruments; and
f) the positions responsible for reviewing the results and proposing strategies for improvement.

Every year, all components of the University, including every site within University College, use their SPIEs to assess their programs and operations. The Annual Assessment Reports are the resulting assessments. These are completed in the fall, and are followed by planning in the spring. At a minimum, the self-studies must look at three program quality measures:

1. performance on the comprehensive examination,
2. responses to select items on the student exit survey, and
3. responses to items on the University College alumni survey (conducted 1 and 5 years out).

• Other measures may be added to these prescribed measures.

The SPIE can be found in the attached Appendices on page 43. A detailed discussion of the format of both the SPIE and the Annual Assessment Report (self-study) can be found in the TSU Manual for Annual Planning. Examples of the other evaluation instruments
mentioned are also contained in the attached appendices on page 83. Summaries of course evaluations, graduating student questionnaires and faculty surveys will be available for review at the site.

It is understood that special programmatic or administrative arrangements can affect the quality of academic programs. For this reason, it must be emphasized that there are no differences in the admission or graduation requirements for students participating in the Malaysia program as compared to students enrolled in the degree at other Troy State University sites. There are no special arrangements for the entering of grades, the production of transcripts, or the evaluation of transfer credit, all of which are done at the main campus. This transfer policy is described in the *Troy State University Graduate Bulletin*. 
## LIST OF APPENDICIES

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TROY STATE UNIVERSITY MISSION STATEMENT
Troy State University, a publicly assisted coeducational institution of higher education, operates under the direction of a board of trustees composed of the governor, the state superintendent of education, and ten members appointed by the governor with the advice and consent of the Alabama Senate. Administrators, faculty, staff, and students are committed to excellence in education through a shared system of governance.

The university offers associate, bachelor's, master's, and education specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied science, nursing, and allied health sciences, as well as to its historic role in the preparation of teachers and its outreach partnership with public education. A strong liberal arts core is integral to all undergraduate programs.

Global in perspective, the university is committed to providing undergraduate and graduate education in regional, national, and international communities for both traditional and nontraditional students. Educational programs are delivered by traditional as well as technological means.

Students are encouraged to realize their unique potential and become productive members of society; to this end, the university provides an appropriate academic, cultural, and social environment. Moreover, the university is responsive to the needs of its diverse student population and the larger community through administrative services, utilization of staff and facilities, teaching, scholarship, creative activities, research and public service.

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**INSTITUTIONAL OBJECTIVES**

1. To provide educational programs that enhance students' ability to read, write, compute, speak effectively, and think critically.

2. To prepare students to demonstrate competency in their chosen field(s) of study at appropriate degree levels and to encourage excellence in student learning.

3. To develop programs to address the needs of constituencies.

4. To provide undergraduate, graduate, and continuing educational programs for both professional advancement and personal enrichment.

5. To encourage and reward excellence in teaching.

6. To encourage and provide essential resources for creative activities and research.

7. To provide a variety of public services to enhance the well-being of the University and its community.

8. To provide leadership and planning for future development.

9. To provide equitable opportunities for all students, staff, faculty, including women, minorities, and individuals with disabilities.
AGREEMENTS
DATED THIS 21ST DAY OF JUNE, 2001

BETWEEN

INSTITUT PUTRA

AND

TROY STATE UNIVERSITY

ASSOCIATE, BACHELOR & MASTER DEGREE PROGRAMS AGREEMENT
Associate, Bachelor, and Master Degree Programs

AGREEMENT BETWEEN

INSTITUT PUTRA AND TROY STATE UNIVERSITY

MALAYSIA

June 21, 2001

This agreement is made and entered into the 21st day of June, 2001 by and between Troy State University (henceforth TSU), Adams Administration Building, Troy, Alabama 36082, a public university in the State of Alabama, and Institut Putra (henceforth IP), Lot 1838, Mukim Kati, Ayer Keroh, 75450 Malacca, Malaysia, a private college in Malaysia.

IP will be permitted to offer the Associate, Bachelor, and Master degrees at any of their campuses/sites providing TSU has visited the campuses/sites and the campuses/sites meet TSU accreditation standards.

The approval of any new site shall only occur if the approval does not infringe on the conditions and terms of other previous Agreements entered into by TSU.

IP must continually meet all TSU requirements and regulations for this Agreement to remain in effect.

The right to offer Troy State University programs will become effective on the date the Vice President, University College, Troy State University, or Designee approves Institut Putra as a Troy State University Campus.

In consideration of the mutual covenants and agreements herein contained, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

IP and TSU agree to establish Associate, Bachelor, and Master Degree Programs to be offered at Institut Putra. Initial concentrations will include Business and English. However, upon receipt of SACS accreditation approval, TSU agrees to allow IP to offer the following programs as and when student enrollment warrant.

1) **Associate of Science and/or Arts:**
   Preferred Majors:
   a) Business Administration
   b) Business
   c) Information Systems
   d) General Education
   e) Social Sciences

2) **Bachelor of Science in Business Administration:**
   Preferred Majors:
   a) Information Systems
   b) Management
   c) Finance
   d) Marketing
   e) International Business
   f) Human Resource
   g) Economics
h) Accounting
i) Risk Management and Insurance
j) General Business

3) Bachelor of Science:
   Preferred Majors:
   a) English
   b) Journalism
   c) Speech
   d) Computer Science
   e) Information Technology
   f) Broadcast Journalism
   g) Psychology
   h) Social Science
   i) Leadership
   j) Sociology

4) Double Bachelor Degree
   Dual Majors
   a) Business
   b) English

5) Master Degrees
   Preferred Majors:
   a) EMBA
   b) MBA
   c) Master of Science Degrees
      i) Educational Foundations
      ii) Human Resource Management
      iii) International Relations
      iv) Management
   d) Master of Public Administration

Special Notes:

1) Students at the IP. Ayer Keroh. Campus will be offered the dual Degree of a Bachelor Degree in Business Administration and a Bachelor Degree with an English Major. In addition an MBA, MSc and/or EMBA may be offered.

2) Upon the opening of the IP. Mantin Campus. students will be offered the Bachelor of Science Degree with a major in Computer Science and Information Systems as well as other Associate, Bachelor, and Master Degrees.

3) For the Bachelor Degree, IP will be responsible for 90 credits to be delivered at IP and a student must complete a minimum of 30 TSU credits in residence at TSU/IP campus. The 30 credits may be taken from the approved TSU courses in the Business, Business Core, English, and/or other subject areas as stated in Appendix 1 attached hereto. Some specialized programs may require more than 30 credits.

4) For the Associate Degree, IP will be responsible for 45 credits and a student must complete 15 TSU credits in residence at TSU/IP campus. The 15 credits may be taken from the TSU courses in the Business, Business Core, English, and/or other subject areas as stated in Appendix 1 attached hereto.

5) In order to earn residency requirements a student must be enrolled for two semesters with TSU. A semester’s residence may be earned during any semester a student is enrolled for not less than 12 credits.
6) All students enrolled in the American Degree Program at IP must take a minimum of 15 TSU credits within their first three or four semesters of attendance. Students enrolled in the Bachelor Program with TSU will be required to take an additional 15 or more credits to complete the Bachelor degree.

7) The courses and amount of TSU credits taken per semester will be mutually agreed between IP and TSU subject to TSU procedures and regulations.

8) The Associate, Bachelor, and Master Degrees awarded will be Troy State University Degrees. Degrees and the certificates awarded will be identical in every aspect with the degrees normally awarded by TSU to students who satisfactorily complete the similar courses at the TSU campus.

9) Students who satisfactorily complete course requirements will be awarded the Associate Degree, followed by the Bachelor of Business Administration Degree, followed by the Bachelor Degree with an English Major. In addition, students who meet TSU regulations and requirements may enroll in the MBA or other Master Degree Programs after completion of the Bachelor of Business Administration Degree.

10) IP will teach the TSU courses following TSU syllabi. Faculty must be approved mutually by TSU and IP and will have to meet TSU and SACS accreditation standards.

11) IP will appoint a TSU Degree Site Coordinator to work directly with the TSU - Representative(s) and TSU faculty.

12) TSU and/or TSU - Representative(s) guarantee to notify IP in writing, by the end of a three-week period from the date of the submission of a completed student's application, whether the student's application has been accepted or rejected.

13) TSU reserves the right to select or change its' representative(s), faculty and/or other personnel by notifying IP in writing.

14) IP recognizes that Educational Services International (ESI) is the Academic Coordinator and Representative(s) as well as the local representative(s) for Troy State University and that ESI, as TSU’s Representative(s), will monitor program activities and be responsible for negotiations, correspondence, advertising, and other activities between IP and TSU. All correspondence and issues relating to any and all TSU-IP Agreements and/or Proposed Agreements throughout Asia shall be copied to the TSU – Representative(s) and IP. Educational Services International reports directly to the Director of the Western Region or the Vice President of University College Designee.

15) IP and TSU acknowledge that ESI is under contractual obligations with both parties and agree that ESI can serve both parties in an appropriate, professional, and ethical manner.

16) The TSU - Representative(s) will be available for services on a mutually agreed basis and will be available in Asia an estimated six or more months per year. Three (3) months of this time per-year the TSU – Representative(s) will be available in South-East Asia to assist with recruitment and other activities for the Associate, Bachelor, and Master Degree programs. IP will supply office space, at its' premises, for TSU faculty, with provision for the TSU - Representative(s) to avail such space. In the event that IP requests and the TSU - Representative(s) agree to travel to other locations IP agrees to pay all travel, lodging, meals, and incidental expenses relating to IP’s request.

17) All syllabi used in the TSU Degree Programs for transfer credit must be approved by TSU.
18) TSU retains full and complete authority on the admission of all students into any and all TSU programs. IP agrees to enroll and accept transfer students from all other educational institutions that are approved and recommended by TSU.

19) IP guarantees they will provide faculty to teach all the Associate and Bachelor Degree courses including all supervisory responsibilities. These faculty members will be appointed as adjunct faculty by TSU and must meet TSU and SACS accreditation standards. In the event that IP is unable to provide the faculty that meet TSU accreditation standards TSU will provide within four (4) weeks such faculty and IP guarantees that they will pay TSU for all incidental costs (travel, living and salary incurred by TSU if Troy State University is required to supply these faculty provided that the same have been mutually agreed to by TSU and IP).

20) TSU adjunct faculty must have a minimum of a Master’s Degree and a minimum of eighteen (18) graduate credit hours in the subject area they are to teach. If TSU rejects a recommended IP faculty with these qualifications, TSU will show reasonable written cause for the rejection.

21) Appointed lecturers of Institut Putra and Adjunct Professors appointed by TSU shall be responsible for the grading of all student assignments and exams. They shall have final authority on the final grade assigned to students.

22) IP will pay all faculty salaries and benefits. The faculty must meet TSU and Southern Association Accreditation standards, and TSU and IP must mutually approve all faculty teaching in the IP-TSU programs.

23) TSU agrees to provide, upon IP’s request, a Visiting TSU Professor as the Visiting Resident TSU Professor at each of the TSU-IP sites. The Visiting Resident Professor appointed will be mutually agreed to and will serve for one semester. The one semester appointment will be extended by mutual agreement. IP will provide airfare, meals, accommodation as well as paying honoraria/salary and other approved miscellaneous expenses. The honoraria/salary will be established by mutual agreement.

24) IP will provide to TSU upon a written request from TSU a realistic projection of student enrollment and marketing plans for each program and site before implementation and finalization of an agreement.

25) Each and every degree program must enroll a reasonable number of students (to be decided by mutual agreement).

26) TSU will accept the institutional TOEFL if the testing is done by IP. Undergraduate students must achieve a TOEFL score of 500 (173 computer based). Graduate Admission will require a TOEFL score of 525 (195 computer based).

27) All students enrolled in IP-TSU programs will be required to complete a capstone type and/or a comprehensive examination established and controlled by TSU.

28) The TSU Representative(s) will monitor the general academic aspects of the program. IP recognizes that the Director, TSU - Western Region or the Vice-President, University College or Designee is responsible to ensure academic and administrative compliance and retaining budget authority for TSU.

29) Any advertisement/promotional materials that carry Troy State University’s name, seal and/or logo has to be approved by TSU prior to publication and/or release to the public within five (5) working days after submission of said materials to TSU. IP, upon approval, will be able to produce joint promotional products that jointly use TSU and IP name, seal and/or logo.
30) IP students may transfer to TSU at anytime, according to TSU's admission criteria, after their first semester at IP providing they meet TSU entrance criteria. However, it is expected that most transfers will begin after the second or third year at IP.

31) IP students have the right to visit TSU during the summer session subject to relevant approvals being obtained.

32) Effective the date of the signing of this agreement IP and TSU will establish a mutually exclusive arrangement whereby IP agrees to give first right of refusal to TSU for any American 4+0 undergraduate programs (Bachelor Degrees) and Master Degree Programs IP establishes in Malaysia and other IP sites. TSU agrees to give first right of refusal to IP and all IP sites before establishing any American undergraduate and/or graduate programs (Bachelor and Master Degrees) with other private Colleges and Universities in Malaysia (whether part-time or otherwise), excluding any previous agreements entered into by TSU. It is agreed to by both parties that the conditions and terms relating to any previous agreements signed by TSU will be respected and honored. Any programs that have not previously been established under a first right of refusal clause under a previous agreement will henceforth fall under this clause.

33) Troy State University will set all Associate, Bachelor, and Master Degree entrance requirements and conditions. IP may request exemptions and/or special considerations as and when IP deems necessary. A list will be developed and included as an appendix to this agreement of any exemptions and special circumstances that are agreed to. TSU retains the final decision on all academic standards and policies for TSU students.

34) IP and TSU will operate on a Partnership basis.

35) In case of any changes, this will only apply to the incoming group/cohort upon expiry of four months after date of submission to IP (of written notification stating the proposed changes) and not the outgoing and continuing group of students, unless specifically required by LAN, the Ministry of Education, SACS or the US accreditation agencies.

36) Specific Master Degree Programs will be negotiated on a program-by-program basis.

37) Any changes or additions to this Agreement will be added as Appendices.

**Budget Factors:**

1) IP will be responsible for all costs salaries, facilities, marketing, supplies, equipment, administration and other costs deemed necessary by IP for the running of the Associate, Bachelor, and Master Degree Programs.

2) IP will supply ground transportation for TSU faculty and other visiting personnel from TSU.

3) Each new site will require one or two visits by the TSU - Representative(s). If the site is recommended to TSU by the TSU - Representatives(s) a follow-up visit will be made by the TSU - Representative(s) and one other TSU representative to further evaluate the site prior to recommending the site to TSU and SACS. TSU agrees to pay all airfare costs USA - KL - USA for the additional site visitation by the Director of the Western Region or the Vice President of University College designee and IP agrees to pay reasonable lodging, meals, ground transportation and incidental expenses for three days or less per site and three or less site visitations. TSU main campus will make the final decision regarding site selection. This is to include all Associate, Bachelor, and Master Degree Programs.

4) IP agrees to pay SACS site evaluation costs (economy airfare, lodging, meals, ground transportation, and related costs). IP will be responsible for any costs (economy class airfare, lodging, meals, ground transportation, and related expenses) for a maximum of six (6) SACS
evaluators from the USA associated with each SACS visitation. The administrative fees charged by SACS will be TSU's responsibility. This is to include all Master, Bachelor, and Associate Degree Programs.

5) IP will establish the tuition fees and in addition may charge a special fee (i.e., exam fee/registration fee), subject to the approval of the Ministry of Education, Malaysia, for students enrolled in the Associate and/or Bachelor Program. The tuition fees and the special fee charged will be mutually agreed to by IP and TSU.

6) IP will pay TSU fees for students enrolled in the TSU portion of the Associate Degree and in the TSU portion of the Bachelor Degree. Students who have completed the Associate Degree will have to complete a minimum of one semester with TSU, and students who have not completed the Associate Degree will be required to complete two academic semesters and satisfactorily complete 30 or more credits for the Bachelor Degree.

7) Students must complete a minimum of 15 credits with TSU for the Associate Degree and 30 or more credits for the Bachelor Degree.

8) IP will pay directly to TSU a per-student per credit tuition fee for the Associate and Bachelor's Degree programs. The undergraduate per-credit fee for the period October 1st 2001 to September 30th 2002 will be US$36.00 per credit. This figure may be adjusted upwards annually, by TSU, based on the increase of tuition charges at TSU, not to exceed a maximum of 25% of the US$36.00 per credit charge after the period of three years from the start date of the program, or based upon the exchange value of the local currency as well as inflationary factors. Excluding increases based on TSU main campus tuition charges, any changes will be mutually agreed upon. The tuition rate, income split and costs for the Master's Degree programs will be established by mutual agreement of both parties.

9) IP guarantees TSU a minimum of US$50,000.00 per semester or US$36 per credit per student fee whichever is the greater, for the Associate and/or Bachelor Degree programs launched by IP in Malacca. The first payment of US$50,000.00 will be immediately due and payable on October 1st 2001. Other payments will be due and payable on the beginning date of each semester thereafter. This figure may be adjusted upwards annually based on the exchange value of the ringgit as well as inflationary factors. Any other changes will be mutually agreed upon. In addition, IP guarantees a one-time payment to TSU of US$25,000.00 payable immediately upon the signing of this Agreement.

10) TSU is responsible for covering the costs of the mandatory student examinations (e.g., field placement test).

11) Each student will pay a US$45.00 registration fee to TSU for enrollment in the Associate, Bachelor, and/or Master Degree Programs. This fee includes a TSU T-shirt for each student registered. The fee charged may be reviewed on an annual basis and will be mutually agreed upon.

12) IP ensures that all funds are accounted for and all amounts payable to TSU will be wired to a designated account at TSU. The funds due TSU will be wired within thirty (30) days after students have completed registration. Funds due TSU must be wired to TSU prior to any TSU faculty member or representative traveling to an IP site.

13) TSU agrees to give IP one-year notice before changing tuition fees subject to TSU, IP, and the Ministry of Education, Malaysia's approval. TSU acknowledges that the Ministry of Education, Malaysia, only allows approval to change tuition once every three years with one year ahead of application.
14) TSU and IP agree to work together toward establishing various other Associate and Bachelor Degree programs throughout Asia. Financial arrangements for all the Associate, Bachelor, and Master degree programs in both countries will be similar to the present terms and conditions and will require mutual agreement. Each site will require a separate proposal to TSU’s main campus, approval by College Councils and SACS. Each site must be fiscally viable as a separate entity. Revenue and expenditures are not co-mingled between sites.

15) TSU – Representative(s) will conduct a general academic audit on each site and each degree on a semester or semi-annual basis and academic specialists from TSU will audit once a year. IP will pay any required airfare, travel, living, and other expenses for two TSU-Representatives for each general academic audit.

16) TSU supplies the academic specialists to conduct audits for each Associate and Bachelor Degree for a period not to exceed three to five days annually per degree. TSU will be responsible for the salary and USA-KL-USA travel expenses thereto for a maximum of two specialists. If more than two Academic Specialists are required then IP and TSU will mutually agree on the sharing of the additional costs incurred.

17) If IP desires or requires TSU faculty to teach any course(s), IP will be responsible to pay salary, economy airfare USA-IP SITE-USA, reasonable accommodation, meals, ground transportation and mutually agreed expenses for the visiting faculty member.

18) IP pays all domestic, South-East Asia and Asian economy airfare and reasonable accommodation, meals, ground transportation and mutually agreed expenses for TSU – Representative(s), the Director of the Western Region or the Vice President of University College designee, faculty and staff visiting, auditing, monitoring, examining and/or assisting at IP Malaysia and other IP sites and/or working with IP on other activities. The TSU Western Regional Director or the Vice President of University College designee will determine the personnel required to perform the duties requested by IP. TSU pays all USA-KL-USA airfares for TSU staff unless the visit is at the request of IP because of special circumstances. Other than for the purposes of auditing, such activities must be approved by IP.

19) If a Specialist Academic Auditor is required to visit another site and/or stay for additional days beyond five, IP shall be responsible for all additional costs.

20) Where and when IP is required to pay additional charges all costs must be fair, reasonable, and prudent.

21) TSU shall provide a list of all TSU recommended and required core library books to IP two (2) months prior to the date of commencement of programs. IP ensures that all required core library books including the Harvard Core Business Case Studies required for Graduate Courses will be available in the Library for student use.

22) IP students will be responsible for paying all the costs of textbooks, supplies, and other misc. items required for the courses being taught. IP can charge students any price they find reasonable.

23) IP graduating students for the Associate, Bachelor, and Master degrees will bear any required costs for the graduation gown, cap, tassel, and diploma cover. IP or IP students will pay the costs of the reception and graduation ceremony held in Malaysia. IP students will be entitled (should they wish, at their own expense) to attend graduation ceremonies at TSU. TSU will pay for the graduation diploma, and all costs and expenses of TSU officials coming to grace the graduation ceremony.

24) Licenses, fees, and taxes in Malaysia associated with this agreement are IP’s responsibility. Taxes, fees and licenses in the United States associated with this agreement are TSU’s responsibility.
INDEMNIFICATION: TSU does not indemnify IP in any form or fashion for any legal or other liability arising as a result of IP's performance of this agreement. IP shall defend and hold harmless TSU from and against all claims, liability, loss and expense, including reasonable costs, collection expense, attorney's fees, and court costs which may arise because of the sole negligence, misconduct, or other fault of IP, its agents or employees in performance of its obligations under this agreement. This provision shall survive for two (2) years after the termination of this agreement.

IP likewise does not indemnify TSU in any form or fashion for any legal or other liability arising as a result of TSU's performance of this agreement. TSU shall defend and hold harmless IP from and against all claims, liability, loss and expense, including reasonable costs, collection expense, attorney's fees, and court costs which may arise because of the sole negligence, misconduct, or other fault of TSU, its agents or employees in performance of its obligations under this agreement. This provision shall survive for two (2) years after the termination of this agreement.

COOPERATION: To assure cooperation of both parties of this Agreement it is understood that both IP and TSU will cooperate in preparation required for any meetings, appear on reasonable notice for any meetings/conference calls, and comply with all reasonable requests made by either side in connection with completion of this Agreement.

FORCE MAJEURE: Neither IP or TSU shall be deemed in default or liable to the other Party for any delay or non-performance of obligations under this Agreement (other than obligations for the payment of money) in the event and to the extent that such delay or non-performance is directly caused and effected by the occurrence of an event of Force Majeure (the Force Majeure Event). For purposes of this Agreement the term "Force Majeure Event" shall refer to any event or circumstance that (i) is outside of the reasonable control of the affected party, (ii) was not caused directly or indirectly by any action or omission of such affected party, (iii) despite such affected party's reasonable efforts will result in delay in the performance or compliance of any obligation of such affected party under this Agreement, and (iv) the affected party should have exercised all reasonable and foreseeable measures to mitigate such event, delay, loss or damage, including without limitation:

a. Acts of god or of nature such as earthquakes, floods, tornadoes, storms, serious fire, natural disasters, explosions, typhoon, epidemics, and volcanic eruptions.

b. Declared war, riots, civil unrest, and acts of government.

SUCCESSORS AND ASSIGNS: This Agreement shall be binding upon the parties hereto, their successors and assigns, and the parties hereto do covenant and agree that they themselves and their assigns will execute any and all instruments, releases, assignments and consents that may be required of them in accordance with the provisions of this Agreement.

AMENDMENTS: No amendments to this Agreement shall be made other than by a written amendment signed by all parties.

WAIVER: No waiver of any provision of this Agreement shall be construed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.

INDEMNIFICATION:
This Agreement is made and entered into under International Arbitration Law and shall in all ways be governed and construed by such laws. If any provision of this Agreement be adjudicated invalid or against public policy for any reason by a Court of competent jurisdiction it is specifically intended that each and every provision not so invalidated shall remain in full force and effect. In the event it is necessary for TSU to initiate action to enforce this agreement, IP agrees to pay attorney fees, court costs, and any other expenses in addition to the compensation specified herein. Likewise, in the event it is necessary for IP to initiate action to enforce this agreement, TSU agrees to pay attorney fees, court costs, and any other expenses in addition to the compensation specified herein.
NOTICE: Any notice required or permitted hereunder, when reasonably calculated to give actual notice, may be made:

a. By any form of mail addressed to the party to be given notice at his/her known address and requiring a signed receipt; or

b. By personal delivery in the manner prescribed for service of legal process within the State of Alabama.

For purposes of this agreement, notice shall be given to Troy State University at the following two addresses simultaneously:

Dr. Rodney V. Cox, Vice President
University College
Troy State University
Adams Administration Building, LL
Troy, Alabama 36082, USA

Dr. Susan C. Aldridge, Director
Western Region
University College, Troy State University
596 Fourth Street
Holloman AFB, NM 88330, USA

For purposes of this agreement, notice shall be given to IP at the following address:

Institut Putra
Lot 1838, Mukim Katil
Ayer Keroh
75450 Malacca
Malaysia

ENTIRE AGREEMENT: This Agreement constitutes the entire, final, complete, and exclusive agreement between the parties and supersedes all previous agreements or representations, oral or written, relating to this Agreement. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of each party. Both parties acknowledge having read the terms and conditions set forth in this Agreement, understand all terms and conditions, and agree to be bound thereby.

INSTITUT PUTRA

Dr. Tan Chong Chong
President
Institut Putra

Witness

Mr. Tang Chai Yoong
Chief Executive Director
Institut Putra

Dated this 21st of June, 2001

TROY STATE UNIVERSITY

Dr. Rodney Cox
Vice President University College
Troy State University

Witness

Tina Sanders
Adams Admin Bldg, LL
Troy State University
Appendix 2
Master Degree Program

AGREEMENT BETWEEN
INSTITUT PUTRA AND TROY STATE UNIVERSITY

MALAYSIA
June 21, 2001

This agreement is made and entered into the 21st day of June, 2001 by and between Troy State University (henceforth TSU), Adams Administration Building, Troy, Alabama 36082, a public university in the State of Alabama, and INSTITUT PUTRA (henceforth IP), Lot 1838, Mukim Katil, Ayer Keroh, 75450 Malacca, Malaysia, a private college in Malaysia.

In consideration of the mutual covenants and agreements herein contained, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

This agreement (Appendix 2) is an addition to the Associate, Bachelor, and Master Degree Program Agreement Between Institut Putra and Troy State University, dated June 21, 2001. Unless specifically excluded in this Agreement (Appendix 2) all the conditions and terms of the Associate, Bachelor, and Master Degree Program Agreement are equally applicable to this Agreement (Appendix 2).

IP and TSU agree to establish Executive Master of Business Administration Degree Programs (EMBA) and/or Master of Business Administration (MBA) and other agreed upon Master of Science Degree programs to be offered at IP, Kuala Lumpur, and/or other Malaysian sites.

1) The tuition rate will be set by mutual agreement between both parties and will be mutually reviewed on an annual basis subject to TSU, IP and the Ministry of Education Malaysia’s approval, if necessary.

2) The income split and costs will be negotiated on terms mutually agreeable to both parties.

3) The tuition fee does not include textbooks. Textbooks, printed materials and similar expenses will be the responsibility of the student.

4) Each cohort group will be capped at 50 students.

5) IP plans a minimum of two intakes per year. If it appears the number of students for an intake will not reach twenty-five both parties may mutually agree to cancel the intake. The decision to cancel must be made four months in advance of the intake.

6) All Master Degree programs will follow the requirements and conditions listed in the Troy State University Graduate Bulletin.

7) The EMBA will be a twelve-course program plus one prerequisite course. It may be completed within approximately 12 months for full time and 18 months for part time students. One of the courses will be a Research Course that requires Research/Dissertation.

8) IP will appoint a Master’s Degree coordinator to work directly with the program.

9) TSU will teach seven courses of the EMBA with experienced faculty members from Troy State University and six courses in the ten-course MBA and M.Sc. programs. TSU will be responsible for their salaries, travel, and living expenses of the TSU lecturers participating in the Master Degree Programs.

10) IP guarantees they will provide faculty to teach the prerequisite course and five other courses (total 6 courses) including the supervision of the research for the EMBA and will teach four courses in the other Master Degree programs that have ten courses, including the supervision of research. These faculty members may be appointed as adjunct faculty by TSU with prior consultation with IP and must meet TSU accreditation standards. In the event that
IP is unable to provide the faculty that meet TSU accreditation standards. TSU will immediately provide within four (4) weeks such faculty and IP guarantees that they will pay TSU for all additional costs travel (economy), reasonable living and salary incurred by TSU if Troy State University is required to supply these faculty provided that the same shall have first been mutually agreed to by TSU and IP.

11) IP adjunct faculty must have Doctorate degrees and a minimum of eighteen (18) graduate credit hours in the business subject area they are to teach. The doctorate degree does not necessarily have to be in business. If TSU rejects a recommended IP faculty with these qualifications, TSU will show reasonable written cause for the rejection.

12) IP will be fully responsible for all salary, benefits, expenses, and all other costs for the faculty members they provide to teach and supervise the six courses.

13) IP will be responsible for all facilities, equipment, promotion, administration, and all other costs deemed necessary by IP for the running of the EMBA, MBA, and other M.Sc. programs.

14) Undergraduate deficiencies will be taught and fully administered by IP faculty.

15) In case of any changes, this will only apply to the incoming group/cohort upon expiry of four (4) months after date of submission to IP (of the written notification stating the proposed changes) and not the outgoing and continuing group of cohort students, unless specifically required by LAN, the Ministry of Education, SACS or the US accreditation agencies.

ENTIRE AGREEMENT: This Agreement constitutes the entire, final, complete, and exclusive agreement between the parties and supersedes all previous agreements or representations, oral or written, relating to this Agreement. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of each party. Both parties acknowledge having read the terms and conditions set forth in this Agreement, understand all terms and conditions, and agree to be bound thereby.

INSTITUT PUTRA

Dr. Tan Chong Chong
President
Institut Putra

Witness

Mr. Tan Sri Chai Yoong
Chief Executive Director
Institut Putra

Dated this 21st June, 2001

TROY STATE UNIVERSITY

Dr. Rodney Cox
Vice President University College
Troy State University

Witness

Tina Sanders
Adams Admin Bldg.11
Troy State University
Chief Executive  
Institut Putra Melaka  
Lot 1838 Mukim Bukit Kati  
Ayer Keroh  
75450 Melaka 

Dear Sir, 

APPROVAL FOR ADDITIONAL COURSES 

NAME OF PRIVATE INSTITUTION: INSTITUT PUTRA MELAKA 

NAME OF COMPANY: INSTITUT PUTRA SDN. BHD. 

The above matter refers. 

2. We are pleased to inform you that your application to renew the approval for courses has been approved in accordance with Section 38 of the Private Institutions of Higher Learning’s Act, and is to meet the following terms: 

2.1 Course approved: 

| Name of Course | Bachelor of Science in Business Administration 
| Field of Course | Business Management 
| Course Level | Bachelor 3+1 
| Type of Program | Twinning 
| Method | Lectures, Tutorials, Coursework 
| Duration of Course | 8 semesters (6 semesters at Institut Putra) 
| | 4 years (3 years at Institut Putra) 
| Student Entry Requirement | Malaysian Certificate of Education (SPM) with 5 credits, including English Language, Mathematics and three other subjects 
| Awarding Body | Troy State University, USA 
| Fee Structure | Tuition Fee (1 semester) RM12,000.00 
| | Registration Fee RM500.00 
| | Library Fee RM350.00 
| | Language Lab Fee RM1800.00 |
2.2 The validity of this course, in accordance with 5(2). P.U.A. 546 regulation must be complied.

2.3 Courses approved are assigned to this institution and premises only. The P.U.A. 546 regulation (4a-4c) must be complied.

2.4 Class schedules have to take into account the requirement of Muslim students performing their Friday prayers, without them missing their classes.

3. Suitable, qualified and adequate teaching staff must be provided to teach these courses. All teachers are required to obtain their current teaching permits and study passes (if applicable).

4. Suitable and sufficient equipment and facilities must be provided for the teaching and learning of relevant courses.

5. This approval can be revoked if any of these terms are not complied.

6. Please submit this approval to the Registrar of Private Institutions of Higher Learning in Melaka in order to update the Registration Certification of your institution, corresponding to this approval, not later than 60 days from the date of this letter is issued.

Thank you.

(Signature)

(ABU BAKAR BIN ISMAIL)
on behalf of Deputy Chief Registrar of Private Institutions of Higher Learning
Ministry of Education, Malaysia

c.c.:
1. Registrar of Private Institutions of Higher Learning, Melaka
   (Attention: Communications Unit, Schools and Private Education Registration)
   1.1 Kindly update the registration of this institution, in accordance with lawful provisions and regulations.
   1.2 Kindly submit a copy of the Registration Certification of the institution to this Department, not later than 14 days from the date the certificate has been issued by the State Education Department

2. Director, Planning and Research Section of the Department of Private Education
3. Director, Enforcement Section of the Department of Private Education

4. Chief Executive, National Accreditation Board

5. Chief Executive, Higher Education Fund Corporation, Malaysia (PTPTN)
SIX POINTS OF INSTITUTIONAL EFFECTIVENESS
Point #1: Purpose Statement

The Master of Business Administration—Accounting Option is a professional program organized to provide advanced study to students who have already acquired a common body of knowledge in accounting along with a common body of knowledge in business administration. It is designed to offer students an opportunity to obtain a proficiency in accounting and decision making skills. Those skills will enable them to carry out managerial responsibilities in public accounting as well as government and business.

The MBA-General Management Option is a professional degree program organized to provide advanced study to students who have already acquired a common body of knowledge in business administration. It is designed to offer the graduates of undergraduate programs in business, or other fields closely related to business administration, an opportunity to obtain a graduate-level proficiency in management, business skills, and decision making which would enable them to carry out managerial responsibilities in both the private and public sectors.

The Master of Business Administration—Information Systems Management Option is a professional program organized to provide advanced study to students who have already acquired a common body of knowledge in business administration. It is designed to offer the graduates of undergraduate programs in business, or other fields closely related to business administration, an opportunity to obtain a graduate-level proficiency in information systems management, business and management skills, and decision making which would enable them to carry out managerial responsibilities in both the private and public sectors.

The MBA is designed and implemented to fulfill the University’s purpose as follows:

"The University offers associate, bachelor’s, master’s, and education specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied science, counseling, nursing, allied health sciences, as well as to its historic role in the preparation of teachers and its outreach partnership with public education......."

"Global in perspective, the University is committed to providing undergraduate and graduate education for regional, national, and international communities for both traditional and non-traditional students. Education programs are delivered by traditional as well as technological means....."

Point #2: Objectives

A. Program Objectives

The Master of Business Administration (MBA) program is designed to offer the graduates of undergraduate programs in accounting and business an opportunity to obtain a higher proficiency in business skills and decision making which will enable them to carry out managerial responsibilities in the private and public
sectors. The objectives of the MBA program, whether applied to general management or within specialized fields of business such as accounting or information systems management, are to develop in students the ability to:

1. develop problem solving skills required in a dynamic and uncertain business environment
2. synthesize and apply knowledge, theories and concepts from various business disciplines in their problem solving analysis,
3. identify and develop alternative problem solutions,
4. evaluate and choose from among the alternatives identified, and
5. effectively communicate the results of their analyses.

B. Structure:
Students graduating with the MBA Degree will have completed six [6] core courses common for all MBA students. In addition, graduates from the MBA-Accounting Option will complete six [6] courses in the areas of Advance Accounting Theory, Advanced Accounting Problems, Income Tax Research, Advanced Auditing, Law of Accountants, and Accounting Research & Communication [Research component]. Graduates from the MBA-General Management Option will complete four [4] courses in the areas of Human Resource Management, Operations Management, Organizational Behavior, and Business Research [Research component], and two [2] additional courses of interest to the individual student's academic, employment background and/or specific career objectives. Graduates from the MBA-Information Systems Option will complete three additional courses in Information Systems and Business Strategy, Information Systems Management [Research component], E-Commerce for Global Business, and one course in Operations Management, and two elective graduate courses. All options within the MBA degree program will provide students the opportunity to gain an understanding of the subject matter that will enhance their career opportunities. The total credit hours required for completion of the degree is 36 SH.

1. Degree requirements include:
   a. completion of the required courses [36 SH] with an overall grade point average of 3.0 on a 4.0 scale; and
   b. successful completion of the research component designated for each Option [BUS 6610, ACT 6695, or IS 6674, respectively] with a grade of "B" or better.
   c. successful completion of the capstone course [BUS 6611] with a grade of "B" or better.

C. Content:
1. Candidates for admission to the MBA degree program must hold an undergraduate degree in business administration or accounting, or have successfully completed the coursework or their equivalent in the following subject areas before attempting 6000-level course work:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Equivalent Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>MGT 3371, or equivalent</td>
</tr>
<tr>
<td>Marketing</td>
<td>MKT 3361, or equivalent</td>
</tr>
<tr>
<td>Finance</td>
<td>FIN 3331, or equivalent, or documented completion of the GMAC/M-Hill Pre-MBA Series Tutorial</td>
</tr>
<tr>
<td>Accounting</td>
<td>ACT 2291 &amp; 2292, or 3395, or equivalent or documented completion of the GMAC/M-Hill Pre-MBA Series Tutorial</td>
</tr>
<tr>
<td>Legal Environment</td>
<td>LAW 3321, or equivalent</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO 2251, or 2252, or equivalent</td>
</tr>
<tr>
<td>Information Systems</td>
<td>IS 2241, or equivalent, or documented completion of a MS Office workshop/certification, minimally in Word &amp; Excel</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>QM 2241, or documented completion of the GMAC/M-Hill Pre MBA Series Tutorial</td>
</tr>
<tr>
<td>Global Issues</td>
<td>International business related course</td>
</tr>
</tbody>
</table>

These foundation requirements to enter the MBA degree program ensure that students have acquired a common body of knowledge in business administration.
Along with the courses above, students entering the Accounting Option must have completed a degree in Accounting or minimally, the following courses, based on accounting standards, auditing standards, and tax laws that are prevalent in the United States:

ACT 3392 Intermediate Accounting I
ACT 3393 Intermediate Accounting II
ACT 3394 Governmental Accounting
ACT 4494 Income Tax Accounting I
ACT 4495 Income Tax Accounting II
ACT 4497 Auditing

2. The MBA degree offers three, 36 semester-hour Options: Accounting, Information Systems, and General Management. All Options require six [6] core courses and six [6] option courses as follows:

Required Core Courses:
ACT 6691 Managerial Accounting
BUS 6611 Business Strategy
ECO 6651 Managerial Economics
FIN 6631 Managerial Finance
MKT 6661 Marketing Management
IS 6679 Management Information Systems

Accounting Option Courses: (Troy Campus Only)
ACT 6692 Advanced Accounting Problems
ACT 6694 Income Tax Research
ACT 6695 Accounting Research & Communication
ACT 6698 Advanced Auditing
ACT 6699 Advanced Accounting Theory
LAW 6600 Business Law for Accountants

Information Systems Option Courses:
IS 6672 Information Systems and Business Strategy
IS 6674 Information Systems Management
IS 6676 E-Commerce for Global Business
MAN 6673 Operations Management

[Two approved electives]

General Management MBA Option Courses:
BUS 6610 Business Research
HRM 6603 Human Resource Management, or HRM 6645 International Human Resource Management for International Sites
MAN 6673 Operations Management
MGT 6671 Organizational Behavior

[Two approved electives]

For Options other than the Accounting Option, select two [2] courses from the approved list of electives:
BUS 6601 Business and Professional Communication
BUS 6608-9 Thesis
BUS 6613 Seminar in Business
BUS 6625-6-7 Specialized Study
ECO 6652 Macroeconomics and Forecasting
HSA 6680 Health Services Administration and Policy
HSA 6681 Legal and Social Issues in Health Administration
HSA 6682 Health Care Planning and Management
HSA 6683 Health Care Economics
HSA 6684 Managed Healthcare
3. A graduate level proficiency in business and management skills is gained by the student completing ACT 6691, BUS 6610, BUS 6611, ECO 6651, FIN 6631, HRM 6603, MAN 6673, IS 6679, MGT 6671, and MKT 6661.

4. The student completing BUS 6610, FIN 6631, ECO 6651, MAN 6673 and ACT 6691 gains a proficiency in decision-making techniques.

5. Knowledge of the concepts, processes, and institutions in marketing, distribution, production, and finance functions of business enterprise is gained by the student completing MKT 6661, ECO 6651, ACT 6691, MAN 6673 and FIN 6631.

6. The student completing BUS 6611 and ECO 6651 gains an understanding of the economic and legal environment of business enterprise along with consideration of the social and political influence of business.

7. The student completing ACT 6691, BUS 6610, ECO 6651, FIN 6631 and IS 6679 gains an understanding of the concepts and methods of accounting, quantitative techniques, and information systems. The application of information systems will supplement these courses where appropriate.

8. The student completing HRM 6603, MGT 6671 and BUS 6611 gains knowledge of organization design, organizational behavior, organizational development, interpersonal relationships, control and motivation systems, and communication.

9. The student completing BUS 6611 gains an understanding of administration processes under conditions of uncertainty including interpretive analysis and policy determination at the overall management level.

10. A graduate level proficiency in public accounting related knowledge and skills is gained by the Accounting Option student completing ACT 6691, ACT 6692, ACT 6694, ACT 6695, ACT 6698, ACT 6699, and LAW 6600.

11. Knowledge of the concepts and processes involved in the development and implementation of management information systems to support the financial, marketing, operational functions of business is gained through completing IS 6672, IS 6674, IS 6676, and IS 6679.
12. The student completing IS 6672 gains an understanding of how information system strategies support the overall strategies of the enterprise or organization.

13. The student completing MAN 6673 gains an understanding of the constraints, information requirements, and issues involved in managing production processes.

14. A graduate level proficiency in business and management skills is gained by the student completing ACT 6691, BUS 6611, ECO 6651, and FIN 6631.

15. Each subject area can be supplemented with BUS 6608/609, BUS 6613, or BUS 6625-6-7 if the student would like to research a particular topic of interest. The student also has a wide choice of elective courses from the MS in Management and/or the MS in Human Resource Management degree. This allows the student to tailor the program to his/her academic, employment background and/or specific course objective.

Thus, this program will provide students the opportunity to gain an understanding of the subject matter of business that will enhance their career opportunities.

Point #3: Expected Results

A. Annually, at least 75 percent of the students will pass the end of program comprehensive exam [a comprehensive case analysis administered as part of the capstone course, BUS 6611]. The Troy campus faculty will ensure commonality and standard administration through finalizing the exam content, methodology, and grading criteria. Exams will be graded by Troy faculty for Troy students, and by the relevant University College faculty for the University College students.

B. On the Graduating Student Exit Assessment Instrument at least 80% of respondents will rate the preparation in their major as Good or Excellent in the following areas:
   1. Subject matter and processes
   2. Strategies for applying skills in my field
   3. Management and organizational skills

C. The alumni one-year and five-year-out surveys will show that at least 80% percent of alumni will:
   1. In retrospect, rate their perception of the educational experience they had at TSU at that time, as Good or Excellent.
   2. Currently rate the graduate educational experience they had at TSU as Good or Excellent.
   3. Rate their overall experience at TSU as Good or Excellent
   4. Rate their abilities and skills necessary to obtain employment in their field as Good or Excellent.
   5. Rate their academic experience at TSU as Good or Excellent.

Point #4: Assessment Instruments

A. Comprehensive case analysis examination administered as the final examination in the capstone course, BUS 6611.
B. The Graduating Student Exit Assessment Instrument.
C. One-year-out and five-year-out alumni survey.

Point #5: Procedure For Administering Assessment Instruments

A. All students will take a comprehensive case analysis examination as part of their BUS 6611 course. This exam tests the students’ competence to integrate and synthesize the business functions in the decision making process. The exam will constitute no less than 30% of the course grade, and students must achieve at least a B grade in the course. Each term, a committee of graduate faculty selects and submits a case study that is administered by the instructor of the BUS 6611 course. The case analysis will be evaluated using
standardized assessment criteria by at least two graduate faculty members, with the Troy faculty evaluating Troy campus students, and University College faculty evaluating University College students.

B. All students will complete a Student Exit Assessment Instrument as part of the graduation process at their location. Registrars at all locations will ensure that each student completes the instrument. For University College students, summaries will be sent quarterly to the Dean of Academic Affairs for University College. For Troy and Phenix City students, the summaries will be sent to the Dean, College of Business.

C. Alumni surveys will be sent to one-year-out and five-year-out graduates annually from the office of the Dean of Academic Affairs of University College for branch students, and by the OIRPE for Troy and Phenix City graduates.

D. Annually the results of these instruments, i.e., pass rate on comprehensive case analysis, Graduating Student Exit Assessment Instrument, and Alumni surveys of one-year-out and five-year-out graduates will be distributed to University College directors and faculty and the Troy campus dean, department chairs, and faculty in the College of Business.

Point #6: Statement of Responsibility For Annual Assessment

A. Persons/Positions Designated To Analyze The Results
   1. Dean, College of Business
   2. Assistant Dean, Sorrell College of Business
   3. Dean of Academic Affairs, University College (for out-of-state offerings)
   4. Directors, Phenix City, University College (for the TSU-PC offering)
   5. Program Quality Committee (and other faculty committees when appropriate)

B. Persons/Positions Designated To Formulate, If Necessary, The Means To Strengthen Or Improve The Program
   1. Dean, College of Business
   2. Graduate Committee, Sorrell College of Business
   3. Assistant Dean, Sorrell College of Business
   4. Dean of Academic Affairs, University College (for out-of-state offerings)
   5. Directors, Phenix City or University College, as appropriate
   6. Program Quality Committee (and other faculty committees when appropriate)

C. Persons/Positions Designated To Be Responsible For Implementing The Plan For Improvement
   1. Dean, College of Business
   2. Assistant Dean, Sorrell College of Business
   3. Dean of Academic Affairs, University College (for out-of-state offerings)
   4. Directors, Phenix City or University College, as appropriate

D. Date Of Implementation of Plan For Improvement
   Any review, discussion and plans for implementation that should be required if expected assessment results are not achieved will be documented by minutes and/or a report that is placed on file in the office Dean and the Assistant Dean.
SIX POINTS OF INSTITUTIONAL EFFECTIVENESS (SPIE)

NAME OF PROGRAM: EXECUTIVE MBA [TROY-PUBLIC]
COLLEGE: SORRELL COLLEGE OF BUSINESS
LOCATION: TROY, UNIVERSITY COLLEGE
COMPLETED BY: EARL INGRAM DATE OF SPIE: MAY 13, 2003
APPROVED BY: DEAN: T. A. RATCLIFFE PROVOST: 

Point #1: Purpose Statement
The purpose of the Executive Master of Business Administration is to provide a master's level program offering graduates of baccalaureate programs who meet a stipulated professional experience prerequisite an opportunity to enable them to be successful in management positions in both the private and public sectors. The program is organized to support specific and general needs of professionally diverse groups of students. It provides advanced study in business administration to students who have acquired a common body of knowledge through education and professional experience. Through its Accounting Concentration the program is designed to qualify business graduates who have the prerequisite knowledge in accounting to sit for the CPA Exam. Minor modifications in curriculum allow the EMBA program to meet specific corporate or other organizational needs in contractual programs.

A. General Objectives
The objectives of the EMBA program are to further prepare students to:
1. develop problem solving skills required in a dynamic, and uncertain business environment
2. synthesize and apply knowledge, theories and concepts from various business disciplines in their problem solving analysis,
3. identify and develop alternative problem solutions,
4. evaluate and choose from among the alternatives identified, and
5. effectively communicate the results of their analyses.

B. General Business Knowledge:
EMBA graduates should have an understanding and be able to integrate and apply to organizational issues:

1. methods and concepts of financial reporting, analysis and markets;
2. the context of domestic and global economic environments of organizations;
3. concepts and practices related to the creation and distribution of goods and services;
4. concepts, processes, and institutions in marketing and distribution, operations management, and the financial functions of business enterprises;
5. consideration of the social and political influences of business;
6. concepts and methods of accounting, quantitative methods, and information systems;
7. how organizations can increase their effectiveness through design, facilitating interpersonal relationships, control and motivational systems, and communications; and
8. administrative processes under conditions of uncertainty including integrating analysis and policy determination at the overall management level.
C. **Skills.** EMBA graduates should be able to:

1. demonstrate how to perform in-depth research analysis regarding general business issues;
2. demonstrate an ability to use computer software for analysis and communication of business information;
3. demonstrate the ability to present the results and implications of applied research both orally and in a written format; and
4. demonstrate the ability to function effectively in work teams.

The MBA Executive Option is designed and implemented to fulfill the University’s purpose as follows:

“The University offers associate, bachelor’s, master’s, and education specialist degrees. It is dedicated to the preparation of students in a variety of fields in the arts and sciences, fine arts, business, communication, applied science, counseling, nursing, allied health sciences, as well as to its historic role in the preparation of teachers and its outreach partnership with public education.......

“Global in perspective, the University is committed to providing undergraduate and graduate education for regional, national, and international communities for both traditional and non-traditional students. Education programs are delivered by traditional as well as technological means.....”

**Point #2: Objectives**

A. **Structure:**

1. Students graduating with the EMBA [other than with the Accounting Concentration] will have completed core courses common for MBA students. In addition, graduates from the EMBA will complete a graduate course in the areas of Information Systems, Ethics, and three courses of interest to the individual student’s academic, employment background and/or specific career objectives selected from a restricted group of electives. The program will provide students the opportunity to gain and demonstrate an understanding of the subject matter that will enhance their career opportunities. The total graduate credit hours required for completion of the degree is 36 semester hours.

2. All students in the EMBA degree program will demonstrate the acquisition of the perspectives underlying the context for business through meeting a minimum of five year’s professional experience and the successful completion of a comprehensive prerequisite course, MAN 5501, Survey of Business Concepts.

3. Degree requirements include:

   1. completion of the required courses with an overall grade point average of 3.0 on a 4.0 scale;
   2. successful completion of the research component [BUS 6625] with a grade of “B” or better; and
   3. completion of the assessment exit instrument.

B. **Content:**

1. Candidates for admission to the EMBA must meet the following requirements:

   **Unconditional Admission**
a. A minimum of five years professional experience;
b. For the Accounting Concentration, a baccalaureate degree in accounting or successful completion of all accounting course prerequisites;
c. Letter of recommendation from current employer;
d. In the case of a contractual degree program, full-time employees of the designated company or organization;
e. Bachelor’s or graduate degree from an accredited program; and
f. Completion of MAN 5501 [Survey of Business Concepts];
g. Minimum undergraduate cumulative grade point average of 2.5 on a 4.0 scale, or 3.0 on the last 30 semester hours [50 quarter hours]; and
h. Score at least 450 on GMAT.

Conditional Admission
Student not satisfying both the GMAT test score and GPA requirements [(g) & (h) above] for unconditional admission may be conditionally admitted to the program. After the student completes the first four graduate courses with a “B” or better average, the student will be granted unconditional admission. Students not satisfying conditional admission requirements will be dropped from the program for one calendar year at which time they must petition for readmission. The petition must be accompanied with a letter of recommendation from the student’s organization and three members of the TSU graduate faculty from whom the student has completed graduate work in the EMBA program.

For the Accounting Concentration, students with a B.S. Degree in a field other than accounting must have completed the following courses or their equivalent:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 3392</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACT 3393</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACT 3394</td>
<td>Governmental Accounting</td>
</tr>
<tr>
<td>ACT 4494</td>
<td>Income Tax Accounting I</td>
</tr>
<tr>
<td>ACT 4495</td>
<td>Income Tax Accounting II</td>
</tr>
<tr>
<td>ACT 4497</td>
<td>Auditing</td>
</tr>
</tbody>
</table>

The prerequisite accounting courses must be based on accounting standards, auditing standards, and tax laws that are prevalent in the United States.

These prerequisite requirements to enter the EMBA Program ensure that students have acquired a common body of knowledge in business administration.

2. All students graduating with an EMBA degree will have completed 36 semester hours of courses according to the concentration in which they are enrolled. The EMBA degree offers several 36 semester hour concentration options:
   a. Accounting
   b. Criminal Justice
   c. General Management
   d. Healthcare Management
   e. Information Systems

Required Prerequisite Course
MAN 5501 Survey of Business Concepts

Required Core Courses
ACT 6691 Managerial Accounting
FIN 6631 Managerial Finance
MGT 6671 Organizational Behavior
MKT 6661 Strategic Marketing Management
MAN 6674    Ethics in Business
BUS 6611    Business Strategy

**Required in all concentrations other than Accounting**
QM 6640    Quantitative Analysis for Managers
ECO 6651    Managerial Economics
IS 6679    Management Information Systems

**Professional Concentrations:**

**Accounting Concentration:**
ACT 6692    Advanced Accounting Problems
ACT 6694    Income Tax Research
ACT 6695    Accounting Research & Communication
ACT 6698    Advanced Auditing
ACT 6699    Advanced Accounting Theory
LAW 6600    Business Law for Accountants

**Criminal Justice Concentration:**
CJ 6620    Current Trends In Criminal Law
CJ 6624    Court Administration
CJ 6625    Specialized Study (in the Administration of Criminal Justice)

**General Management Concentration:**
MAN 6673    Operations Management
BUS 6625    Specialized Study in Business (with a Management focus)
HRM 6603    Human Resource Management, or HRM 6645 International Human Resource Management for International Sites

**Healthcare Management Concentration:**
HSA 6680    Health Care Administration and Policy
HRM 6603    Human Resource Management
BUS 6625    Specialized Study in Business (with a Healthcare Management focus)

**Information Systems Concentration:**
IS 6674    Information Systems Management
IS 6672    Information Systems and Business Strategy
IS 6676    E-Commerce For Global Business

3. **Knowledge gained:**
   a. The student completing ACT 6691, BUS 6611, ECO 6651, FIN 6631, MGT 6671, HRM 6603, and BUS 6625 gains a graduate level proficiency in business and management skills.

   b. The student completing MAN 6673, FIN 6631, ECO 6651, and ACT 6691 gains a proficiency in decision-making techniques.

   c. A knowledge of the concepts, processes and institutions in marketing, distribution, production, and finance functions of business enterprise is gained by the student completing IS 6679, ECO 6651, ACT 6691, and FIN 6631.

   d. The student completing BUS 6611, ECO 6651, HRM 6603, and MAN 6674 gains an understanding of the economic, social, and legal environment of a business enterprise, along with consideration of the social and political influence of business.
e. The student completing ACT 6691, MAN 6673, ECO 6651, IS 6679, and FIN 6631 gains an understanding of the concepts and methods of accounting, quantitative techniques, and information systems.

f. The student completing MGT 6671 and BUS 6611 gains knowledge of theory of organizations and organizational behavior, interpersonal relationships, control and motivation systems, and communication.

g. The student completing BUS 6611 and BUS 6625 gains an understanding of administration processes under conditions of uncertainty including interpretive analysis and policy determination at the overall management level.

h. The student completing the Accounting Concentration [ACT 6692, 6694, 6695, 6698, 6699, and LAW 6600, gains an understanding of the accounting concepts, principles and methods in accounting needed to enter the field of professional accounting.

4. The following elective concentrations and courses have been identified and will be added upon demand:

MIS Concentration
Information Systems Management [IS 6674]
Information Systems And Business Strategy [IS 6672]
E-Commerce For Global Business [IS 6676]

Global Marketing Concentration
Applied Research Project in Global Marketing [BUS 6625]
Global Marketing Seminar [MKT 66XX]
Strategic Marketing Channels [MKT 66XX]

International Business Concentration
Seminar in Intl Finance and Banking [FIN 6XXX]
Seminar in International Trade [MAN 6657]

Financial Institutions
Applied Research Project in Financial Institutions [BUS 6625]
Bank Regulatory Law [FIN 66XX]
Asset/Liability Management [FIN 66XX]

Risk Management
Applied Research Project in Risk Management [BUS 6625]
Property & Liability Risk Management [FIN 66XX]
Life and Health Insurance [FIN 66XX]

Given these factors, this program will provide students the opportunity to gain an understanding of the subject matter of business that will enhance their career opportunities.

Point #3: Expected Results

A. At least 90 percent of the students will satisfy the requirements of the capstone course and the applied research project with a grade of B or better. A panel of Sorrell College of Business faculty members will review final exams in the capstone course, once completed and graded by the instructor, to ensure standardization. The applied research project will be presented to a panel of faculty and practitioner subject matter experts.
B. On the Graduating Student Exit Assessment Instrument at least 80% of respondents will rate the preparation in their major as Good or Excellent in the following areas:
   1. Subject matter and processes
   2. Strategies for applying skills in my field
   3. Management and organizational skills

C. The alumni one-year and five-year-out surveys will show that at least 80% percent of alumni will:
   1. In retrospect, rate their perception of the educational experience they had at TSU at that time, as Good or Excellent.
   2. Currently rate the graduate educational experience they had at TSU as Good or Excellent.
   3. Rate their overall experience at TSU as Good or Excellent.
   4. Rate their abilities and skills necessary to obtain employment in their field as Good or Excellent.
   5. Rate their academic experience at TSU as Good or Excellent.

Point #4: Assessment Instruments

A. Capstone course and applied research project
B. The Graduating Student Exit Assessment Instrument.
C. One-year-out and five-year-out alumni survey.

Point #5: Procedure For Administering Assessment Instruments

A. All students complete a capstone course [BUS 6611] and an applied research project that is evaluated at the end of the program.
B. All students will complete a Student Exit Assessment Instrument. The summaries will be submitted to the Dean, College of Business. For University College locations, the summaries will be submitted to the Academic Dean of University College.
C. Alumni surveys will be forwarded to one-year-out and five-year-out graduates annually from the Dean, College of Business. For University College locations, Alumni surveys will be forwarded to the Academic Dean of University College.
D. Annually the results of these instruments, [i.e., performance in the capstone course and applied research project, Graduating Student Exit Assessment Instrument, and alumni surveys of one-year-out and five-year-out graduates] will be distributed to Dean, department chairs, and faculty in the College of Business.

Point #6: Statement of Responsibility For Annual Assessment

A. Persons/Positions Designated To Analyze The Results
   1. Dean, College of Business
   2. Assistant Dean, Sorrell College of Business
   3. Dean of Academic Affairs, University College (for out-of-state offerings)
   4. Directors, University College (for out-of-state offerings)
   5. Program Quality Committee (and other faculty committees when appropriate)

B. Persons/Positions Designated To Formulate, If Necessary, The Means To Strengthen Or Improve The Program
1. Dean, College of Business
2. Graduate Committee, Sorrell College of Business
3. Assistant Dean, Sorrell College of Business
4. Dean of Academic Affairs, University College (for out-of-state offerings)
5. Directors, University College, (for out-of-state offerings)
6. Program Quality Committee (and other faculty committees when appropriate)

C. Persons/Positions Designated To Be Responsible For Implementing The Plan For Improvement

1. Dean, College of Business
2. Assistant Dean, Sorrell College of Business
3. Dean of Academic Affairs, University College (for out-of-state offerings)
4. Directors, University College, (for out-of-state offerings)

D. Date Of Implementation of Plan For Improvement

Any review, discussion and plans for implementation that should be required if expected assessment results are not achieved will be documented by minutes and/or a report that is placed on file in the office Dean and the Assistant Dean.
TROY STATE UNIVERSITY
INSTRUCTOR, COURSE, and INSTITUTIONAL EVALUATION

Your opinion of your educational experiences at Troy State University is important. The results will be used to help improve TSU programs.

What is your Program level? [ ] AA/AS [ ] BS/BAS [ ] MASTERS [ ] OTHER
What is your age? [ ] 19 or Less [ ] 20-29 [ ] 30-39 [ ] 40-49 [ ] 50-59 [ ] 60 or Above
Please mark one...

[ ] Female [ ] Male

Please mark one...

[ ] Asian [ ] African American [ ] Hispanic [ ] Native American [ ] White

SECTION I - INSTRUCTOR EVALUATION
1. The professor was always prepared for class. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
2. The professor demonstrated knowledge of the subject matter. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
3. The professor presented the subject matter clearly. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
4. The professor encouraged class participation. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
5. The professor clarified material for the student when requested. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
6. The professor showed an interest in student achievement. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
7. The professor kept appointments with students, including online DL discussions. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
8. The professor reported grades to the students promptly. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
9. The professor graded fairly. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0

SECTION II - COURSE EVALUATION
10. The course was well planned and organized. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
11. The objectives and requirements were clearly defined. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
12. The assignments increased understanding of the subject matter. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
13. The professor was available for assistance outside of class. (office hours, phone, fax, e-mail, etc) [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
14. Sufficient tests and graded assignments were given to ensure fair evaluation. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
15. Audio-visual aids including overheads, videos, and DL online discussion boards, etc. were used well in the teaching process. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
16. The text was appropriate for this course. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
17. Use of technology (computer applications, Internet research, etc) was appropriately integrated into this course. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
18. Library/electronic research resources were available and accessible to support course requirements. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
19. The course was adequately challenging for the level of instruction. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0

SECTION III - INSTITUTIONAL EVALUATION
20. The office staff was responsive to your needs. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
21. The TSU advisor was helpful. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
22. Library resources and services were beneficial for this course. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
23. The TSU Library staff provided useful assistance. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
24. The TSU online library services helped to access materials and information. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
25. Information on the TSU Web Site was relevant to this course. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
26. The purchase of textbooks was accomplished with ease. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0
27. Courses of your degree were scheduled when you needed them. [ ] 5 [ ] 4 [ ] 3 [ ] 2 [ ] 1 [ ] 0

Using the following scale, use a #2 pencil only
Complete your responses to the following statements by filling in the appropriate box
5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree 0=not applicable
GRADUATING STUDENT QUESTIONNAIRE
GRADUATING STUDENT QUESTIONNAIRE
University College – Troy State University

The purpose of this survey is to obtain graduating student opinions of the undergraduate and graduate programs within University College of Troy State University. Your responses will be combined with the responses of other students to help determine strategic plans for the future of degree programs at Troy State. These plans will provide academic and administrative guidelines to ensure that Troy State graduates are adequately prepared to advance their civilian and/or military careers. Please answer the following questions in an honest straightforward manner. Your responses will be kept in strictest confidence. Thank you.

Classification

1. A. Which degree program did you complete at Troy State University?
   B. Campus Location? (State or Country)
   C. Year Graduated?

2. Please indicate your main reason for selecting this degree program.
   A. Employment Availability
   B. Career Enhancement
   C. Earnings Opportunity
   D. Interesting Learning Experience
   E. Suggested by Friends/Relatives
   F. Other, please specify

3. What was the main reason for selecting Troy State's degree program?
   A. Earnings Opportunity
   B. Career Enhancement
   C. Relatively Low Tuition
   D. Convenience (Time and Travel)
   E. Influence of friends/relatives
   F. Other, please specify

4. My level of satisfaction with my selected Troy State University degree program is:
   A. Extremely High
   B. High
   C. Neutral
   D. Low
   E. Extremely Low

Comments:
Academic Areas of Troy State University

5. The grades I received in my degree program were representative of what I learned.

_____ A. Strongly Agree
_____ B. Agree
_____ C. Neutral
_____ D. Disagree
_____ E. Strongly Disagree
_____ F. No Opinion

6. Based on your perceptions of the degree of effort required to achieve an “A” grade in your degree program courses at TSU, how would you rank TSU against other Universities/Colleges you have attended.

_____ A. High degree of effort
_____ B. Moderate degree of effort
_____ C. Low degree of effort
_____ D. Other, please specify ________________________________

7. Courses in my degree program provided useful information in my chosen career field.

_____ A. Strongly Agree
_____ B. Agree
_____ C. Neutral
_____ D. Disagree
_____ E. Strongly Disagree
_____ F. No Opinion

8. Troy State University’s courses stimulated my intellectual thinking concerning the subject area.

_____ A. Strongly Agree
_____ B. Agree
_____ C. Neutral
_____ D. Disagree
_____ E. Strongly Disagree
_____ F. No Opinion

Comments

__________________________________________________________________

__________________________________________________________________
9. In your TSU degree program, do you feel the instructors were: (circle Yes, No or No Opinion)

<table>
<thead>
<tr>
<th>Category</th>
<th>1. Yes (0%)</th>
<th>2. No (0%)</th>
<th>3. No Opinion (0%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Knowledgeable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Well Prepared</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Timely in returning graded assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Learning Stimulators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Good Communicators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Fair in Grading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Enthusiastic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Available for Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Prompt and Kept Classes for the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

10. Library reference materials were available for my research assignments.

<table>
<thead>
<tr>
<th>Agreement</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Strongly Agree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Agree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Neutral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Disagree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Strongly Disagree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. No Opinion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________

11. Computers and computer software were adequate to support the purpose and objectives of the degree program.

<table>
<thead>
<tr>
<th>Agreement</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Strongly Agree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Agree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Neutral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Disagree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Strongly Disagree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. No Opinion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________
12. Considering your total education at TSU, do you feel that you have been adequately prepared to achieve your personal and professional goals?

_______ A. Yes
_______ B. No
_______ C. No Opinion

Comments: __________________________________________
____________________________________________________

13. What improvements in your chosen TSU degree program would you suggest?

____________________________________________________________________
____________________________________________________________________

Non-Academic Areas of Troy State University

14. The following services were responsive to my needs:

A. Business Office  ___________________________ 1. Strongly Agree
___________________________ 2. Agree
____________________________ 3. Neutral
____________________________ 4. Disagree
____________________________ 5. Strongly Disagree
____________________________ 6. No Opinion

Comments: __________________________________________
____________________________________________________

B. Registration & Records  ___________________________ 1. Strongly Agree
___________________________ 2. Agree
____________________________ 3. Neutral
____________________________ 4. Disagree
____________________________ 5. Strongly Agree
____________________________ 6. No Opinion

Comments: __________________________________________
____________________________________________________
C. Financial Aid

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree
6. No Opinion

Comments: ____________________________________________

D. Counseling

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree
6. No Opinion

Comments: ____________________________________________

15. A. Are you currently employed?

1. Yes
2. No

B. If yes, what is the nature of your employer's business?

1. Manufacturing
2. Education
3. Retail/Wholesale
4. Construction
5. Self Employment
6. Military
7. Other, Please Specify

16. What is your age?

A. 18-29
B. 30-39
C. 40-49
D. 50-59
E. 60 or above
17. Gender:

- A. Male
- B. Female

18. Your Ethnicity:

- A. Asian
- B. Native American
- C. Hispanic
- D. Black
- E. White
- F. Other

19. Please indicate your current personal annual gross income range:

- A. Under $15,000
- B. $15,000 - $29,999
- C. $30,000 - $39,999
- D. $40,000 - $49,999
- E. $50,000 - $59,999
- F. $60,000 - $69,999
- G. $70,000 or above

Thank you for your responses.
FACULTY ROSTER
<table>
<thead>
<tr>
<th>Name</th>
<th>Most Advanced Degree &amp; Discipline</th>
<th>Other Degrees</th>
<th>Courses Taught</th>
<th>Other Qualifications</th>
</tr>
</thead>
</table>
| Kulkarni, Mohina S. ADJ | PhD in Commerce  
University of Mumbai, India | M. of Commerce  
University of Mumbai, India  
B. of Commerce  
University of Mumbai, India | ACT 6691  
BUS 6613, 6625 | Membership Certificate  
The Institute of Company Secretary of India  
Membership Certificate  
The Institute of Cost & Works Accounting, India |
| Shetty, M. V. ADJ | PhD in Management Sc.  
Dr. B. A. M. University, India | Post-Grad. Diploma in Mgmt.  
India Institute of Management, Bangalore  
B. of Engineering  
University of Mysore | BUS – 6611, 6613, 6625  
MKT – 6661, 3361 | |
| Lin, Hsiou-Wei ADJ | PhD, Business Admin.  
Stanford University | MBA, Finance  
New York University  
BBA  
National Taiwan University | MAN 5501 | |
| Bach, Nguyen Luong ADJ | D. Tech Sc. in System Dynamics  
Asian Institute of Technology | M. Sc. in System Dynamics  
Asian Institute of Technology  
B. Sc. in Mathematics-Cybernetics  
Hanoi Polytechnic University | QM 6640 | |
| Gan, Christopher E C FT | PhD in Agric Economics  
Louisiana State University | MS in Economics  
Indiana State University  
BA in Economics/BA  
Warren Wilson College | ECO – 6651, 6652 | |
| Findley, Hank FT | Ph.D., Auburn University | M.B.A., Auburn University  
B.A., Auburn University | MGT 6671  
HRM 6603  
BUS 6610 | |
| Hoyt, James FT | Ph.D., University of Texas-Arlington | M.B.A., Northeastern University  
B.A., University of California-Sacramento | BUS 6611  
MAN 6673  
MAN 6674 | |
| Ingram, Earl FT | Ph.D., Auburn University | M.S., Auburn University  
B.S., Auburn University | HRM 6645  
MGT 6671 | |
| Lovik, Lawrence FT | Ph.D., Georgia State University | M.A., University of Georgia  
B.S., Mercer University | ECO 6651 | |
| Matuszek, Tish FT | Ph.D., University of Texas-Arlington | M.S., University of Texas-Arlington  
M.B.A., East Texas State University  
B.A., University of Texas-Arlington | BUS 6611, 6673  
BUS 6613 | |
| Merkel, Edward FT | Ph.D., Northern Illinois University | M.A., Northern Illinois University  
B.A., Benedictine University | ECO 6652, 6651 | |

Updated: 5/22/2003
<table>
<thead>
<tr>
<th>Name</th>
<th>Most Advanced Degree &amp; Discipline</th>
<th>Other Degrees</th>
<th>Courses Taught</th>
<th>Other Qualifications</th>
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<tbody>
<tr>
<td>Bibbins, Wilfred</td>
<td>Ph.D., University of Arkansas</td>
<td>M.A., Southern Illinois University</td>
<td>FIN 6631</td>
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<td>B.S., Auburn University-Montgomery</td>
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<td>Capozzoli, Ernest</td>
<td>PhD, University of Mississippi</td>
<td>MBA, Lamar State University</td>
<td>IS 6679, 6672, 6674, 6676 ACT 6691</td>
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<td></td>
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<td>BS, Troy State University</td>
<td>BUS 6625</td>
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<tr>
<td>Glennie, John</td>
<td>DBA, George Washington University.</td>
<td>MBA, Indiana University</td>
<td>BUS 6601</td>
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<td>FT</td>
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<td>BA, Denison University</td>
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<tr>
<td>Krishnamoorthy,</td>
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<td>MSM, Purdue University</td>
<td>MAN 6674</td>
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<td>MBA – Saginaw Valley State University</td>
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Full-Time Faculty – FT, Adjunct Faculty – ADJ, * Application Pending.
FACULTY EVALUATION SYSTEM
COMPREHENSIVE FACULTY EVALUATION PLAN

This evaluation plan is developmental in that it emphasizes documenting progress toward goal attainment. It is tied directly to the Faculty Handbook in all of its elements and to the development of a portfolio that will serve as a basis for promotion and tenure application. It is designed to allow the Department Chair/Supervisor to guide faculty members through the promotion and tenure process in an advocacy role.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. The annual cycle is defined as summer, fall, and spring terms; i.e., one complete academic year.

1. PROFESSIONAL DEVELOPMENT PLAN — submitted annually by all Faculty Members by October 15.

2. YEAR-END SELF EVALUATION — submitted annually by all Faculty Members by August 15.

3. SUPERVISOR’S REVIEW —— required yearly for ALL Faculty; submitted by supervisor by September 15.

4. Copies will be filed in the Dean’s Office and the Provost’s Office.

5. Copies will be made available to the Faculty Promotion and Tenure Committee, and other University committees, as appropriate.
PROFESSIONAL DEVELOPMENT PLAN

Name

Highest Degree ______________________ Field __________________________

Rank

Date of appointment to current rank

Date of initial employment at TSU

Will you be eligible for promotion in this academic year?

Instructions: Using the applicable portions of the Faculty Handbook Sections 3.1; 3.2; 3.3; 3.4; 3.5; and 3.6, together with the relevant items from the Supervisor's Review, describe your goals for professional development during the academic semester.

Part I. TEACHING (3.4.2) Weight __________(60% - 80%)

NOTE: Include Academic Advisement.

Part II. SCHOLARLY & CREATIVE ACTIVITIES (Combine 3.4.5 & 3.4.6) Weight _______(10%-30%)
Part III. SERVICE (Combine 3.4.4 and 3.4.7) Weight ______(10%-30%)

Part IV. OTHER PLANS FOR PROFESSIONAL DEVELOPMENT

Faculty Member's Signature

Date

Supervisor’s Review

I certify that I have reviewed this Professional Development Plan.

Supervisor’s Signature

Date:

Remarks:
YEAR-END SELF EVALUATION

INSTRUCTIONS: Summarize the completion of goals in each area:

I. TEACHING (INCLUDING ACADEMIC ADVISEMENT)

II. SCHOLARLY & CREATIVE ACTIVITIES

III. SERVICE

IV. OTHER

ADDITIONAL ACTIVITIES COMPLETED (Not Included on Professional Development Plan: add additional pages as necessary)

Faculty Member's Signature ___________________________ Date ________________

I certify that I have reviewed this Year-End Self Evaluation.

Supervisor's Signature ________________________________

Date: ________________

Remarks:
SUPERVISOR'S REVIEW OF FACULTY PERFORMANCE

TEACHING

Section 1: Student Evaluation

Instructions: In this section, 3.4.2 Student Evaluation, insert the average of all courses evaluated for the year using the Instructor and Course Assessment scores for item 1-9.

1. was prepared for class
2. demonstrated knowledge of the subject matter
3. presented subject matter clearly
4. encouraged class participation
5. clarified material for the student when requested
6. showed an interest in student achievement
7. kept appointments with students
8. reported grades to the students promptly, including mid-term grades
9. graded fairly

Section 2: Supervisor's Evaluation

Instructions: Rate the Faculty member being evaluated on a scale from low to high with 1 being the lowest rank and 5 the highest rank (NA=Not Applicable).

1. demonstrates command of subject ................................ NA 1 2 3 4 5
2. organizes subject matter clearly .................................. NA 1 2 3 4 5
3. maintains knowledge of current developments in teaching discipline ... NA 1 2 3 4 5
4. relates subject matter to other areas ............................... NA 1 2 3 4 5
5. motivates students and broadens students interest in the subject ....... NA 1 2 3 4 5
6. uses effective teaching methods and strategies ...................... NA 1 2 3 4 5
7. available for and effective in academic and career advising .......... NA 1 2 3 4 5
8. effective in directing students in clinical, internship, or thesis work ..... NA 1 2 3 4 5
9. demonstrates integrity and objectivity in teaching ................... NA 1 2 3 4 5
10. uses class time efficiently ........................................ NA 1 2 3 4 5
11. creative and innovative in designing and presenting instruction .......... NA 1 2 3 4 5
12. demonstrates adherence to established policies and procedures of the University .............................................. NA 1 2 3 4 5
13. works effectively with other faculty members ....................... NA 1 2 3 4 5
14. prepares properly and adheres to course syllabi ..................... NA 1 2 3 4 5
15. utilizes effectively available technology ............................. NA 1 2 3 4 5
16. advises and mentors students effectively ............................. NA 1 2 3 4 5

Scholarly & Creative Activities

Instructions: The supervisor will review the Faculty Member's Year-End Self-Evaluation and provide an explanation for appropriate items in accordance with the category items. Any exceptions will be recommended by the Supervisor and approved by the Dean. Supporting evidence will be provided for goal accomplishment.

Section I: Scholarship

Items

1. Publications (refereed)

2. Artistic works/performance (recognized quality)

3. External research grants & projects obtained

4. Inventions & Patents
5. Publications (non-refereed)

6. Paper (refereed) presentation before learned societies

Section 2: Professional Competence

7. Receipt of awards, fellowships, internal grants, etc.

8. Advanced degree, post-doctoral education, certifications, clinical practice, etc.

9. Appointment or election in a scholarly or professional capacity to state, regional, or national post

10. Participation in conference or professional organizations

11. Creation of educational materials

12. Review of scholarly work

13. Poster sessions/presentations (non-refereed papers)
14. Submitted research grant (external to university)

15. Papers submitted & waiting publication (one/AY)

16. Participation in special program, WAC, etc.

Exceptions:

____________________________________ _________________________
Faculty Member Supervisor

EXCEPTION: RECOMMENDED ____________________________SUPERVISOR
EXCEPTION: APPROVED ____________________________DEAN
SERVICE

Instructions: The Supervisor will review the Faculty Member's activities and provide an explanation for appropriate items in accordance with the category items. Supporting evidence will be provided for goal accomplishment.

Section 1: Service to the University

Items

1. Service on and participation in the business of University-wide standing or ad-hoc committees and councils:
   a. Chairperson
   b. Member

2. Service to and participation in the business of the regular faculty.

3. Service as a sponsor of or advisor to student groups and student organizations.

4. Fulfillment of special assignments (e.g., administrative assignments, recruitment, research for the University accreditation studies).

5. Service in support of student recruitment.

6. Directing or managing an administrative unit: managing programs or projects.
Section 2: Service To The College/School

7. Service to and participation in the business of college/school standing or ad hoc committees and councils:
   a. Chairperson
   b. Member

8. Service to and participation in the business of the faculty.

9. Service as a faculty advisor for student organizations and activities.

10. Service as a supervisor or sponsor for student interns.

11. Attendance or participation in college/school or campus functions and activities.

Section 3: Service To The Community

12. Service in the individual’s professional area as a consultant or in a research capacity to public or private agencies.
13. Service as a resource person.

14. Speeches and lectures to community groups.

15. Active participation in community activities which enhance the image of the University.

16. Service provided to promote continuing education and professional development within the community.

17. Civic organizations:
   a. Officer
   b. Member

Exceptions:

RECOMMENDED ___________________________SUPERVISOR

APPROVED ____________________________DEAN

Documentation:
Letters of recognition, appreciation, confirmation, or appointment.
Copies of awards, grants, or fellowships.
Copies of in-house publications, books, inventions, copyrights, patents, paper presentations, conference, workshop, or seminar sessions.
Supervisor evaluations.
Peer reviews.
Student evaluations of instruction.
Nondisciplinary research or publications.
Special recognitions.
Overall Evaluation

Remarks:

1. Teaching (Including Advisement)

2. Scholarly & Creative Activities

3. Service

4. Other (add additional pages as needed)
Supervisor's Signature ___________________________ Date ___________________________

Faculty Member's Review
I certify that I have reviewed this evaluation by my supervisor.

Faculty Member's Signature ___________________________ Date ___________________________

Remarks:
FACULTY SURVEY
Troy State University

FACULTY SURVEY

Thank you in advance for taking the time to complete this survey. The results will help TSU University College better support its faculty and also assess the academic utility of the scheduling format.

COURSE ___________  TERM _______________
ACADEMIC YEAR ________  SITES __________

1. In general were you provided with sufficient support by the TSU staff at your teaching site?
   YES ___________  NO ___________

2. Which describes the access arrangements that you encountered at the site?
   ___ Staff assisted me with travel and lodging arrangements.
   ___ Each session I was given keys by a TSU representative for classroom and/or building.
   ___ Each session I was met by a TSU representative who opened my classroom and/or building.
   ___ Each session I found the classroom and/or building already opened.
   ___ At least one session I found the classroom and/or building locked and had to arrange access myself.

3. Did you find in your classroom the things that you needed to teach? (dry board marker, eraser, podium, equipment in working order. Etc.)
   YES ___________  NO ___________

4. How many weeks before the first class meeting had you sent your class syllabus to the site for distribution? ___________ weeks.

5. How would you describe your overall teaching experience at this location?
   Excellent ___________  Fair ___________
   Good ___________  Poor ___________  Very Poor ___________
6. Was this the first time that you had ever taught THIS course or the first time in a long time?

YES_________ NO_________

7. Did you find that most students had received the syllabus and books in time to properly prepare for this course?

YES_________ NO_________

8. Comments that you would like to make about the support received.

________________________________________________________________________
________________________________________________________________________

9. Would you say the format for this course allowed your students to achieve the level of knowledge comparable to what you would be achieved under a more traditional course schedule?

YES_________ NO_________

10. Did you use a computer lab for your instructions?

YES_________ NO_________

If yes was it working properly? YES_________ NO_________

If No why not?________________________________________________________________________

ADDITIONAL COMMENTS:

THANK YOU FOR YOUR RESPONSES

Please mail completed survey to:
Dean of Academics of University College
Troy State University
Adams Administration Building
Troy, AL 36082
Phone: 334-670-3619
TSU LIBRARY RESOURCES
### Troy State University Library
### Troy Campus

#### Additional Internet Resources

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#### TSU Distance Education

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<td>Internet Tutorials</td>
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TSU Troy Library    TSU Libraries    Troy State University

Troy State University Library
Troy Campus

Business Internet Links

Accounting  Computer Science  Economics  Management
Marketing  International Business  Small Business Resources

Accounting

- The Accountant's Home Page (http://www.computercpa.com)
  A collection of Web resources for certified public accountants and
  financial accountants.

- American Accounting Association (http://www.aaa-edu.org/)
  Features the American Accounting Association (AAA), a professional
  research and education association based in Sarasota, Florida. Posts
  research papers, committee reports, meeting notes and a directory of
  accounting firms. Also includes links to other accounting related
  resources on the web.

- Tax and Accounting Sites Directory (http://www.taxsites.com)
  Includes resources federal tax law, state taxes, international tax, tax
  forms, tax tips, Internal Revenue Service (IRS) sites, policy groups,
  associations, software, government, finance and law.

Computer Science

- Ask the Dummies Answer Network (http://answer.dummies.com)
  Ask Jevees (Ask.com) and Hungry Minds (publisher of the for Dummies
  series) have teamed up to provide answers to your computer and
  technology questions.

- C/NET The Computer Network (http://www.cnet.com/)
  Computer and information science resources and links.

- Online Dictionary of Computing
  (http://wombat.doc.ic.ac.uk/foldoc/index.html)
  Dictionary of computer and technology terminology.

- TechTV (http://www.techtv.com)
  Formerly ZD-TV, this site provides useful information for computer users
  of varying technical ability, and information from each of its television
  shows.

Economics and Finance

- CompaniesOnline (http://www.companiesonline.com/)
Information on over 75,000 public and private companies in the U.S. on the Web. Detailed information available after (free) registration.

- **CNNfn (http://www.cnnfn.com/)**
  Financial news, U.S. and world stock market indexes, stock, mutual, and money market quotes.

- **EDGAR, the Electronic Data Gathering, Analysis, and Retrieval System (http://www.sec.gov/edgarhp.htm)**
  Consists of electronic filings by corporations to the U.S. Securities and Exchange Commission.

- **FinWeb (http://www.finweb.com/)**
  A meta-resource for financial and economic resources collected all over the Internet.

- **Public Register Annual Reports Service (http://www.prars.com/)**
  A source to order annual reports for free, registration is not required.

- **Resources for Economists on the Internet (http://econwpa.wustl.edu/EconFAQ/EconFAQ.html)**
  A useful guide to economics resources produced by Bill Goffe at the University of Southern Mississippi.

  Up-to-the-minute quotes of major markets and indexes from CNN. Fifteen-minute delay with automatic updates.

**Management**

- **American Management Association International (http://www.amanet.org)**
  Includes Association information and publications information plus an electronic newsletter, *Trend Watch*.

- **Institute of Management and Administration (http://www.ioma.com)**
  "A leading source of business and management information on the Internet."

**Marketing**

- **BigBook (http://www.bigbook.com)**
  Search for 16 million business in the U.S. by name, category, and location.
- **Background Notes** (http://www.state.gov/r/pa/bgn/)
  "U.S. Department of State Background Notes provide information on geographic entities and international organizations."

  "Country Commercial Guides are prepared annually by U.S. embassies with the assistance of several U.S. government agencies. These reports present a comprehensive look at countries' commercial environments, using economic, political and market analysis."

- **Country Commercial Guides (1996 to 2001)** (http://www.state.gov/www/about/about_state/business/com_guides/)
  Back files from 1996 to 2001 are permanently archived at this site.
  "Country Commercial Guides are prepared annually by U.S. embassies with the assistance of several U.S. government agencies. These reports present a comprehensive look at countries' commercial environments, using economic, political and market analysis."

- **Country Studies/Area Handbooks** (http://lcweb2.loc.gov/frd/cs/cshome)
  "A continuing series of books prepared by the Federal Research Division of the Library of Congress under the Country Studies/Area Handbook Program sponsored by the Department of the Army. Most books in the series deal with particular foreign countries, describing and analyzing its political, economic, social, and national security systems and institutions, and examining the interrelations of those systems and the ways they are shaped by cultural factors." Also available in print in the TSU Library, check the catalog holdings.

- **Department of State** (http://www.state.gov/)
  Contains links to information on international travel and business, country regional information and international topics and issues such as terrorism, human rights and corruption.

Troy State University Library
Troy Campus

SEARCH ENGINES

- **HotBot**
  (http://www.hotbot.com)
  Recent winner of PC Magazine Search contest
- **Excite**
  (http://www.excite.com/)
  Uses keywords or concepts to search Web pages and latest 2 weeks of Usenet articles
- **Alta Vista**
  (http://www.altavista.digital.com)
  Searches full-text of both Web pages and Usenet articles
- **Infoseek**
  (http://www.infoseek.com)
  Keyword and phrase searching of Web sites, Usenet, directory of companies
- **WebCrawler**
  (http://www.webcrawler.com)
  Indexes the content of Web pages, URLs, and titles
- **MetaCrawler**
  (http://www.metacrawler.com)
  Searches some other search engines, Excite, Infoseek, Yahoo, etc. simultaneously
- **Yahoo**
  (http://www.yahoo.com)
  Considered the largest and most popular directory, the sites are cataloged manually
- **Dogpile**
  (http://www.dogpile.com)
  Searches some other search engines, Lycos, Thunderston, Excite, Infoseek, Yahoo, etc. simultaneously
- **Google**
  (http://www.google.com)
  An award winning search engine offering consumers direct access to 3 billion web documents - the world's largest and most comprehensive search engine. Google's diverse collection of documents includes web pages, images, and newsgroup messages.
  "The U.S. Commercial Service offers valuable assistance to help your export goods and services to markets worldwide. From this site you can access a global listing of trade events, international market research, and practical tools to help with every step of the export process.

- **Virtual International Business and Economic Sources** ([http://libweb.uncc.edu/ref-bus/vibehome.htm](http://libweb.uncc.edu/ref-bus/vibehome.htm))
  "Virtual International Business and Economic Sources (VIBES) provides sources of international business information. These include links to files in English, statistical tables, and graphs on topics related to international business available on gophersites and websites. VIBES does not include sites, fee-based services, or business directories."
## Troy State University Library
### Troy Campus

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<th>Library Catalogs</th>
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<td><strong>TSU Libraries Catalog</strong>&lt;br&gt;(<a href="http://tsulib.troyst.edu/">http://tsulib.troyst.edu/</a>)&lt;br&gt;Services, books, and other materials in the Troy State University Library</td>
<td><strong>Troy Public Library</strong>&lt;br&gt;(<a href="http://publiclibrary.troy.al.us:81/">http://publiclibrary.troy.al.us:81/</a>) Books and other materials in the Troy Public Library</td>
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<tr>
<td><strong>World Catalog</strong>&lt;br&gt;Books and other materials in libraries worldwide</td>
<td><strong>Alabama Public Library Service Catalog</strong>&lt;br&gt;(<a href="http://sirsi.apls.state.al.us/">http://sirsi.apls.state.al.us/</a>) Books and other materials</td>
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<tr>
<td><strong>Auburn University Libraries</strong>&lt;br&gt;(<a href="http://www.lib.auburn.edu/">http://www.lib.auburn.edu/</a>) Books and other materials</td>
<td><strong>University of Alabama Libraries</strong>&lt;br&gt;(<a href="http://www.lib.ua.edu">http://www.lib.ua.edu</a>) Books and other materials</td>
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<td><strong>Library Servers via WWW (Libweb)</strong>&lt;br&gt;(<a href="http://sunsite.berkeley.edu/Libweb">http://sunsite.berkeley.edu/Libweb</a>)&lt;br&gt;U.S. academic, public, national, state, regional, special, and school libraries worldwide.</td>
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Dictionaries

- **English Dictionary** (http://www.m-w.com/mw/netdict.htm)
  "Based on Merriam-Webster's Collegiate (R) Dictionary, Tenth Edition."

- **Acronyms and Abbreviations** (http://www.ucc.ie/cgi-bin/acronym)
  Look up the meaning of an acronym or abbreviation.

- **Roget's Thesaurus**
  (http://web.cs.city.ac.uk/text/roget/thesaurus.html)
  Distributed by Project Gutenberg.

- **Dictionaries and Translators**
  (http://rivendel.com/~ric/resources/dictionary.html)
  Current dictionaries of different languages and free online translation.

Directories

- **AT&T 800 Directory** (http://att.net/dir800)
  Allows searching for businesses in locations, not a comprehensive listing.

- **Switchboard Telephone Directories** (http://www.switchboard.com)
  Separate directories for over 90 million residential and 10 million commercial listings.

- **United States Postal Service ZIP Code Lookup**
  (http://www.usps.gov/nesc/)
  Sponsored by the United States Postal Service, this site offers an easy and convenient way to look up ZIP+4 codes, cities, and state abbreviations.

Geographical and Statistical Sources

- **MapQuest** (http://www.mapquest.com/)
  A great resource for finding streets anywhere in the U.S.

- **Statistical Abstract** (http://www.census.gov/stat_abstract)
  Statistical information on a broad range of topics from the U.S. Bureau of the Census.
Biographical and Quotation Sources

- **A & E Biography** ([http://www.biography.com/find/find.html](http://www.biography.com/find/find.html))
  Biographical sketches of 15,000 prominent figures past and present.

- **Quotations Home Page**
  Thousands of quotations from a site intended as a place for enjoyment, and general reference.

Consumer Information

- **CompareNet Interactive Buyers Guide** ([http://www.comparenet.com](http://www.comparenet.com))
  According to *Money Magazine*, "this site has a database with thousands of different models in 41 categories. It is not always up to date, but it is a terrific starting point for product research."

- **Edmunds Automobile Buyer's Guide** ([http://www.edmunds.com](http://www.edmunds.com))
  Free consumer advice, prices, ratings and safety information.

- **Kelley Blue Book** ([http://www.kbb.com](http://www.kbb.com))
  Provides custom report on new and used automobile prices with purchasing tips.

Publishers Information

- **American Association of University Publishers Directory**
  ([http://aaup.princeton.edu/members.html](http://aaup.princeton.edu/members.html))
  Addresses, phone, fax and e-mail for nearly 100 university and academic publishers.

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TSU Troy Library    TSU Libraries    Troy State University
HARVARD CORE COLLECTION OF BOOKS 2001
List Required by TSU Regional Librarian

The following list of business books has been deemed essential reference material for the Troy State University students studying in the Taiwan EMBA program.

(Purchased 10th ed. 2002 South-Western Thomson)

(Purchased 12th ed. 2000)

(Purchased 12th ed. 2000)

(Purchased on order Eastern)********

(Purchased on order Eastern)**********

(Purchased 1993)


(Purchased Auditing and Assurance Services: an integrated approach, 9th ed. 2003)

(Purchased 8th ed. McGraw-Hill Irwin)

(Purchased Essentials of accounting 8th ed. 2003 Prentice Hall)

(Purchased 15th ed. 2002 Prentice Hall)

(purchased 11th ed. 2004 Thomson/South-Western)

(Purchased 2001/02 ed. McGraw-Hill Irwin)

(14th ed. 2002 McGraw-Hill Irwin)

(Purchased 10th ed. 2003 Thomson/South-Western)

(Purchased on order with Eastern)***************

(Purchased 10th ed. 1994)

(Purchased on order Eastern)*****

(Purchased 2001 ed.)

(Purchased on order Eastern)*****

(Purchased Organizational Behavior: human behavior at work 11th ed. 2002)

(Purchased 8th ed. 2001)

(Purchased 11th ed. 2003)

(Purchased 10th ed. 2000)

(Purchased 6th ed. 2003)

Created by Paula Rushing
Created on 3/11/2003 3:23 PM
(Purchased on order with Eastern)******************

Macroeconomic decision making in the world economy: texts and cases. Michael G. Rukstad.

(Purchased 10th ed.)

(Purchased 8th ed. 2002 McGraw-Hill Irwin)

(Purchased on order with Eastern)******************

(Purchased 17th ed. 2001)

Management information systems: a study of computer-based information systems.
(Purchased 8th ed. 2001)

(Purchased 10th ed. 2003 McGraw-Hill Irwin)

(Purchased 12th ed. 2002)


(Purchased 10th ed. 2001)


(Purchased 7th ed. 1999 McGraw-Hill Irwin)

(Purchased 7th ed. 2003 Thomson/South-Western)


(Purchased 1999)

(Purchased 6th ed. 2000)

(Purchased 11th ed. 2003)
MEMORANDUM PERSEFAHAMAN BAGI KEMUDAHAN MEMPEROLEH PENERBITAN DI PERINGKAT KEBANGSAAN

PENDAHULUAN

Pihak-pihak kepada Memorandum Persefahaman ini, yang kemudian daripada ini dirujuk sebagai Memorandum, memahami akan: kepentingan menggalakkan dan memudahkan kerjasama dan perkongsian bahan-bahan perpustakaan di kalangan perpustakaan di peringkat negara dan antarabangsa dan memahami akan keperluan untuk memudahkan akses kepada penerbitan yang terdapat di dalam dan luar negara kepada seluruh negara telah bersetuju seperti berikut:

Perkara 1

TUJUAN

Tujuan Memorandum ialah untuk menggalak Kemudahan Memperoleh Penerbitan di Peringkat Kebangsaan dan Sejagat; memudahkan akses kepada penerbitan di seluruh negara dan menyediakan rangka untuk mencapai tujuan-tujuan ini.

Perkara 2

DEFINISI

Bagi maksud Memorandum ini :

“Penerbitan” ertinya ilmu pengetahuan yang terakam bagi kegunaan orang ramai. Ianya merangkumi apa jua bentuk bahan bercetak, grafik, audio, elektronik atau media lain, dikeluarkan bagi kegunaan awam di mana maktum ditulis, dirakam, disimpan, dipamerkan atau diterbitkan seperti buku, jurnal, suratkhabar, laporan, risalah, filem, pita audio dan video;

“Ketua Pengarah” ertinya Ketua Pengarah Perpustakaan Negara;

“Perpustakaan Negara” ertinya Perpustakaan Negara yang ditubuhkan di bawah Akta Perpustakaan Negara 1972;
"perpustakaan pemohon" ertinya perpustakaan atau agensi yang menjadi pihak kepada Memorandum ini dan yang memohon bantuan daripada perpustakaan pembekal untuk mendapatkan perkhidmatan maklumat, perujukan, reprografi dan pinjaman;

"perpustakaan pembekal" ertinya perpustakaan atau agensi yang menjadi pihak kepada memorandum ini dan menerima permohonan perkhidmatan maklumat, perujukan, reprografi, dan pinjaman.

Perkara 3

KERJASAMA DAN BANTUAN

Bagi menggalak dan memudahkan kerjasama dan perkongsian bahan-bahan perpustakaan di kalangan perpustakaan di peringkat negara dan antarabangsa, pihak-pihak kepada Memorandum ini dengan ini bersetuju membantu perpustakaan-perpustakaan pemohon dengan membekalkan penerbitan daripada koleksi mereka apabila dipohon, sama ada –

(a) menyediakan penerbitan dalam bentuk asal secara jualan, hadiah atau pertukaran; atau

(b) meminjam penerbitan bagi tempoh dan atas syarat-syarat yang telah ditetapkan;

(c) menyediakan salinan penerbitan dengan cara fotografi, mikrografi atau proses-proses lain tertakluk kepada peruntukan undang-undang berkaitan dengan Hakcipta, secara percuma atau atas kadar yang telah dipersetujui.

Perkara 4

TANGGUNGJAWAB

Perpustakaan pemohon hendaklah mempunyai tanggungjawab yang berikut –

(a) memastikan penjagaan dan penggunaan yang sempurna bagi penerbitan yang dipinjamkan di bawah peruntukan perkara 3(b);

(b) menggantikan penerbitan yang hilang atau rosak semasa dalam pinjaman kepada perpustakaan pembekal;
(c) mematuhi syarat-syarat yang ditetapkan bagi bahan-bahan yang dipinjamkan oleh perpustakaan pembekal;

(d) menggantikan kepada perpustakaan pembekal bagi salinan-salinan penerbitan dan bagi perbelanjaan pos atau bayaran-bayarannya lain seperti yang telah dipersetujui; dan

(e) memastikan bahawa salinan-salinan penerbitan tidak dijual semula bagi tujuan mengambil keuntungan.

Perkara 5

BAHAN-BAHAN TERKELAS

Memorandum ini tidak meliputi penerbitan-penerbitan yang terkelas sebagai Rahsia, Sulit atau Terhad.

Perkara 6

PERPUSTAKAAN -PERPUSTAKAAN ATAU AGENSI-AGENSI YANG TIDAK MENYERTAI

Perpustakaan atau agensi yang tidak memihak kepada Memorandum ini boleh meminta bantuan dan kerjasama daripada perpustakaan pembekal mengikut syarat-syarat Memorandum ini sekiranya permohonan dibuat –

(a) melalui Ketua Pengarah, dan Perpustakaan Negara akan menjadi perpustakaan pemohon bagi tujuan Memorandum ini; atau

(b) terus kepada perpustakaan pembekal yang akan menjawab permohonan tersebut mengikut budibicaranya.

Perkara 7

PINDAAN-PINDAAN

Ketua Pengarah dari masa kesemasa akan mengesyorkan pindaan-pindaan kepada Memorandum ini dengan memberi notis kepada pihak-pihak berkenaan dan sekiranya pindaan-pindaan diterima oleh dua pertiga daripada pihak-pihak kepada Memorandum ini, pindaan-pindaan tersebut akan menjadi sebahagian daripada syarat-syarat Memorandum ini.
Perkara 8

TIMBANGTARA

Semua perbualahan, perbezaan dan soalan-soalan yang mungkin timbul pada bila-bila masa di antara pihak-pihak berkenaan yang menyentuh atau timbul daripada atau berkaitan dengan Memorandum ini hendaklah dirujuk kepada Ketua Pengarah yang mana keputusannya adalah muktamad dan mengikat.

Perkara 9

MUNGKIR MEMORANDUM

Sekiranya berlaku mungkir Memorandum ini oleh pihak yang berkenaan, Ketua Pengarah boleh, atas budibicara beliau, menamatkan Memorandum dengan pihak berkenaan dan memaklumkan penamatan tersebut kepada pihak-pihak lain dalam Memorandum ini.

Perkara 10

PENARIKAN

Pihak kepada Memorandum ini boleh menarik diri daripada Memorandum ini dengan memberi notis satu bulan kepada Ketua Pengarah dan Ketua Pengarah dengan itu akan memaklumkan penarikan tersebut kepada pihak-pihak lain dalam Memorandum ini.

Perkara 11

PERUNTUKAN-PERUNTUKAN AM

Memorandum ini akan mengikat semua pihak berkenaan di kalangan mereka dan seperti mereka dengan Perpustakaan Negara.

Ketua Pengarah akan memaklumkan kepada pihak-pihak berkenaan yang telah menandatangan Memorandum ini.
PADA MENYAKSIKAN HAL DI ATAS yang bertandatangan di bawah ini, setelah diberikuasa dengan sempurna, telah menandatangan Memorandum ini pada tarikh-tarikh seperti di sebelah nama-nama mereka.

Ketua Pengarah
Perpustakaan Negara Malaysia

[Tarikh: 10 APR 2002]

ZAWTYAH BINTI BABA
Ketua Pengarah
Perpustakaan Negara Malaysia

Ketua Eksekutif Institusi/Agensi

[Tarikh: 29/3/02]

Dr. Tan Chong Cheng
President
Institut Putra Sdn Bhd (476793-D)
Lot 1838, Mukim Bukit Katil,
Ayer Keroh, 75450 Melaka.
Tel: 06-2316826 Fax: 06-2317537
MEMORANDUM OF UNDERSTANDING
FOR OBTAINING PUBLICATION FACILITIES AT NATIONAL LEVEL

INTRODUCTION

Parties referred to in this Memorandum of Understanding, which thereafter be referred to as the Memorandum, understand the importance of encouraging and facilitating cooperation and sharing of library materials among libraries at national and international levels, and understand the needs to facilitate access to local and foreign publications to countries involved as follows:

Subject 1

PURPOSE

The purpose of this Memorandum is to encourage the obtaining of publication facilities at National and International levels; to facilitate access to publications throughout the country and to prepare an outline to achieve these purposes.

Subject 2

DEFINITION

The meaning of this Memorandum:

"Publication" refers to recorded knowledge for everybody's usage. It comprises materials in the form of printing, graphic, audio, electronic or other media, and is produced for members of the public, where information is written, recorded, kept, exhibited, or published as books, journals, newspapers, reports, leaflets, films, audio tapes and videos;

"Chief Director" refers to the Chief Director of the National Library;

"National Library" refers to the National Library, established under the National Library Act 1972;

"Applicant Library" refers to library or agency of this Memorandum party, which seeks the assistance from the supplying library to obtain services on information, reference, reprography and loans;

"Supplying Library" refers to library or agency of this Memorandum party, which receives application on services for information, reference, reprography and loans.
Subject 3

COOPERATION AND ASSISTANCE

In order to encourage and facilitate cooperation and sharing of library materials among libraries at national and international levels, parties of this Memorandum, hereby agree in assisting applicant libraries by offering their publication collections when required, either by:

a. preparation of original publication/s through sale, gift or exchange; or
b. loan of publication/s for a stipulated timeframe, and in accordance with terms and conditions;
c. making copies of publication/s through photography, micrography or other processes, in accordance with the relevant law on Copyright, either as complimentary or chargeable at agreeable rates.

Subject 4

RESPONSIBILITY

The applicant library needs to fulfill obligations as stated below:

a. to ensure care and proper usage of the loaned publication/s, under the 3(b) provision;
b. to replace the lost or damaged publication/s, during the loan period;
c. to obey terms and conditions set by the supplying library for the loan of materials;
d. to reimburse the supplying library with postal, and other charges due for copies of publications made, as agreed; and
e. to ensure that copies of publications made will not be on sale with the intention of obtaining profit.

Subject 5

CLASSIFIED MATERIALS

This Memorandum does not include publications classified as Secret, Confidential or Limited.

Subject 6

OTHER NON-PARTICIPATING LIBRARIES OR AGENCIES

Other non-participating libraries or agencies in this Memorandum are able to seek for assistance and cooperation from the supplying library, in accordance with terms and conditions of this Memorandum, if application is made:

a. through the Chief Director, and the National Library to become as the applicant library for the purpose of this Memorandum; or
b. directly to the supplying library, which will then reply to the application, using its own discretion.
Subject 7

ALTERATIONS

The Chief Director, from time to time, will suggest alterations to this Memorandum by notifying the relevant parties involved, and if these alterations are accepted by two-thirds this Memorandum's parties, they will then become part of the terms and conditions of this Memorandum.

Subject 8

JUDGEMENT

All arguments, differences and questions, which may possibly arise at anytime between relevant parties on matters concerning this Memorandum, need to be referred to the Chief Director, where decision made will be final and binding.

Subject 9

INCOMPLIANCE OF MEMORANDUM

In the event of incompliance of this Memorandum by the party involved, the Chief Director, using his/her own discretion, can terminate this Memorandum with the relevant party and notify other parties of this Memorandum.

Subject 10

WITHDRAWAL

Withdrawal from parties of this Memorandum is allowed, with one month's notice given to the Chief Director in order for him/her to be able to inform relevant parties of this Memorandum regarding the withdrawal.

Subject 11

GENERAL

This Memorandum serves to bind all relevant parties among themselves, same as them with the National Library.

The Chief Director will inform the relevant parties which have signed this Memorandum, on this agreement.
FOR THE WITNESSING and signing of this Memorandum on dates listed.

Chief Director  
National Library of Malaysia  
(Signed by Zawiyah Binti Baba, Director, National Library Malaysia)  
Date: 10 April 2002

Chief Executive of Institution/Agency  
(Signed by Dr. Tan Chong Chong, Institut Putra)  
Date: 23 March 2002
Sample of PDS request form

20 October 2000

Malaysiana Reference Division
Perpustakaan Negara
Malaysia
PUBLICATIONS DELIVERY SYSTEM (PDS)

Introduction

Publications Delivery System (PDS) was launched on the 2 June 1988 and is an extension of the Inter-Library Lending Service. This system enables a library user to request for loans of publications from any of the participating institutions for use within their own library/institutional premises. Perpustakaan Negara Malaysia serves as the Coordinating Centre for Publications Delivery System.

Objective of PDS

PDS aims to improve the provision and supply of publications in their original form or photocopies from national and international sources to intending users within the country. Thus it facilitates the dissemination of information for purposes of study, teaching and research.

Terms and Conditions

Only Library or institution with library or resource centre may apply to be PDS members. Libraries or institutions need to sign 2 copies of the Memorandum of Understanding with Perpustakaan Negara Malaysia to be a member of Publications Delivery System.

Types of material available for loan

Materials available for loan include books from:

- Lending Collection
- General Monograph Collection
- General Reference Collection
- Malaysiana Reference Collection

Photocopies for materials which are not available for loan as substitutes for original accordance with the Copyright Act. Clearance should be sought by the borrowing library for unpublished items such as theses.

Operation of loans

Request for loans can be made to another library/institution by the user of a particular library through the Chief Librarian/Institution. The borrowing library should submit such requests on the Publications Delivery System (PDS) Request Forms which is available for purchase from the PDS Coordinating Centre. PDS members may send their requests through e-mail and follow up with the PDS Request Form later. Items not available in the country may be requested from overseas through the PDS Coordinating Centre.

Complete bibliographical details should be given, if possible, whenever requests for loans are made to another library as follows:

- Books/Chapters - author's full name (spelt correctly with correct initials), title accurately stated, volume number if part of a set, date of publication, place of publication, edition, page number and chapter.
- Articles - complete title of journal, newspaper, conference, author's name, title of article, date of issue, volume number, parts if any, and page number.

Period of Loan

The minimum period of loan for an interlibrary loan item is one month. However, the lending library has the right to reduce the period of loan if that item is requested by another user/library. Loans can be renewed for a period not exceeding 2 weeks provided they are not

The borrowing library is responsible for returning all loans promptly and in good condition. The borrowing library would meet all costs for repair or replacement should the resource be damaged or lost. The fine for overdue and lost resources are as in the National Library Act 1972, (National Library (Fees & Fines) Regulations 1993.

Expenses incurred when making overseas requests for original materials are to be borne by the PDS Coordinating Centre.

However the user is to be accordingly charged for requests as substitutes for the loan of the original materials. The user would meet any payment charged by the lending institutions as in National Library Act 1972, National Library (Fees & Fines) Regulations, 1993.
MEMORANDUM OF UNDERSTANDING
BETWEEN
INSTITUT PUTRA LIBRARY
AND
TROY STATE UNIVERSITY

I. STATEMENT OF PURPOSE:

This Memorandum of Understanding (MOU) details the extent to which the
INSTITUT PUTRA Library (IP LIBRARY) and Troy State University (TSU) agree to
the terms by which TSU faculty and students enrolled in TSU programs at the
following address:
Lot 1838 Mukim Bukit Katil, Ayer Keroh, 75450 Melaka, Malaysia
may utilize the resources and services of IP LIBRARY in accordance with access and
services policies in force for IP students.

II. STATEMENT OF CONFIDENTIALITY:

TSU requests that IP LIBRARY holds all patron records in confidence, following IP
LIBRARY guidelines, except insofar as such records must be divulged to TSU, or
their agent. Further, IP LIBRARY is requested to consult TSU prior to taking
any external action involving release of patron records.

III. IP LIBRARY SERVICES INCLUDE:

A. Borrowing privileges for general collection circulating materials in accordance
with IP LIBRARY policies governing borrowing by students and external users;
B. Access, according to established policies governing in-library use of reference,
non-print materials, serials, microforms, and databases accessible to the students
and public;
C. Access to the online public access catalog in the library, and remotely, via the
WWW, if any at IP LIBRARY;
D. Reference services in accordance with policies governing reference assistance to
the students and the general public;
E. Access to online and CD-ROM and bibliographic databases available to the
students and the general public for in-library use; and
F. Use of public terminals for Internet access, etc. under the guidelines established
for use by the students and external users.

IV. PROCEDURES FOR OBTAINING BORROWING PRIVILEGES:

A. TSU students and faculty from the TSU will be granted borrowing privileges at
IP LIBRARY.
B. TSU students enrolled in TSU program, and faculty, must apply in person and
provide identification.
C. Borrowing privileges will be granted under the terms of IP LIBRARY’s
borrowing guidelines.
V. LIABILITY:

TSU will not be liable of any outstanding library obligations. The individual borrowers will bear all liability according to the terms of IP LIBRARY.

VI. This Memorandum of Understanding is effective upon signature of the representatives designated below and shall continue until termination. Termination may be effected by either party upon 120 days written notice.

________________________
Dr. Tan Chong Chong
Principal

________________________
Dr. Thomas D. Halbert
South East Asia Regional Director
Troy State University

30 Sept 2002

Date
COMPUTER AGREEMENT
TO WHOM IT MAY CONCERN

Institut Putra (IP) agrees to provide, administer, and maintain a computer lab for use by students of Troy State University (TSU) in the TSU program. This computer lab is located at the following address:

Lot 1838 Mukim Bukit Katil, Ayer Keroh, 75450 Melaka, Malaysia

IP agrees to provide sufficient computers and printers to meet the needs of the students in the TSU program. IP will provide computers for dedicated Internet use, which are available to the students in the TSU program.

This agreement is entered into on the 30 day of September 2002, and this agreement is continuous until terminated by mutual agreement.

Institut Putra

Dr. Tan Chong Chong
Principal

Troy State University

Dr. Thomas D. Halbert
South East Asia Regional Director
Institut Putra’s IT department handles the data center, computer labs, personal computers, printers, network connectivity or LAN (local area network) and the internet. We make sure all the above is working to perfection and have a 99.95% uptime. If we can achieve this we will be able to get everyone’s confidence in our IT department to deliver without fail and on time. Institut Putra’s IT department can be categorized into:-

1.) Data Center  
2.) Computer Labs  
3.) Printers  
4.) LAN  
5.) Internet  
6.) User profiles  
7.) Emails  
8.) Software  
9.) Security  
10.) Data Backups

Data Center

The data center is located in the kitchen. The size of the room is about 120 square foot and has a raise floor. Two units of 2hp air conditioner are installed and only one unit will run every 8 hours at any one time. The data center is accessible only by the IT personnel and is restricted to the rest. For fire control, we have a smoke detector installed and have a carbon dioxide extinguishers located near the exit. We have two servers to support the Institut Putra namely PDCSVR (Primary Domain Controller or PDC) and REGISTRAR (Backup Domain Controller or BDC). There are 3 com racks in the data center, one for the servers and the other two is for network equipments and patch panels.

Primary Domain Controller is used for configuring the network and also authenticates users’ login and activities. Besides this, we have also stored some software drivers and programs for users to access. We have also installed WINS (Windows Internet Name Service) and DNS (Domain Name Service) on the PDC. WINS and DNS will help users by speeding up the search process for them. We will also be installing DHCP to assign IP (Internet Protocol) address to all workstation automatically. This will eliminate IP address clashes in future. We will be backing up all the critical data in the BDC in case PDC is not working or running. Primary Domain Controller is also used to create login names for users to access the resources. We can segment users to several groupings for security and monitoring purposes. With these groupings we can assign permission to user for them to access the resources in the servers.
Computer Labs

There are all together six labs (Computer Lab 1 to Computer Lab 6) and in each lab there are thirty five computers. A dot matrix printer will be placed in all the labs for students to print documents or assignments. The Computer Labs have been designed in such a way that the monitors are placed on a specially made table. The monitors are tilted at 45 degrees so that students will not feel fatigue or looking at the monitor for a long period of time. The power and network cables are hidden in a specially designed trunking to make the Computer Labs looks clean and tidy. We have also designated Computer Lab 6 as a twenty four hours labs or internet café. This is to let students use the internet and applications after normal hours. The configurations of the computers are:

1. Dell Optiplex GX150
   - Intel PIII 933Mhz
   - 128Mb RAM
   - 9Gb HDD
   - CDROM
   - 1.44Mb FDD
   - 17" monitor
   - On-board speaker
   - Windows 98 Second Edition
   - Microsoft Office XP Professional
   - Norton Anti Virus 2001

Our backbone is supported by 3COM Gigabit switch. All connections to this switch are via fiber optic cables. We are running Ethernet in our infrastructure with rooms for future expansion. Internet connection is routed through the 3COM Firewall for incoming and outgoing data as a security precaution. The current bandwidth for the internet connection is 2MBs and it is upgradeable to 34MBs. Furthermore, we have a 3COM Web cache to enable faster browsing through our network to the internet for often visited sites.

Printers

There are more than 20 printers in this facility. We have 7 dot matrix printers and 13 laser printers. Dot matrix printers are stationed in the Computer Labs for students to print their documents or assignments. Maintenance of the printer will be done periodically depending on the amount of usage. Normally, printer head will need cleaning after a certain period of time.
Security

The security described here is for the data center and servers. The data center will be equipped with a thumb print machine to log authorized personnel going in and out from the room. Servers will be secured by changing passwords every 30 to 90 days. Passwords should be kept by the administrator and must be given to anyone.

Data Backup

3mm tapes will be used to backup the data in the server. Daily backup will be on an incremental and on weekends the full backup will be done. There will be 4 cycles of tapes be kept for safety of the data. Tapes will be kept off site meaning the tapes could be kept in some other places out of the campus.
Local Area Network (LAN)

The network topology in Institut Putra is fast Ethernet. The data transfer rate is 100Mbs. It is important that the bandwidth supported is large so as to reduce the time taken to transfer or receive a file. The local area network is divided into a few segments. The reason for the segmentation is to balance the load so that the switch will not be over worked.

Internet

We are using Telekom Malaysia’s TMNET Direct Access on a 2Mbs leased line. This means we will have an uninterruptible internet access any time of the day. Besides the Computer Labs, all students’ room is equipped with a network point for them to use. Reason for having a network point in each room is to allow students to surf the net even if they do not want to go to the Computer Labs.

User Profiles

User profiles are created for each users be it a student or staff. This is effective when we want to assign rights to certain people to access certain resources but we do not want them to update or change it. By assigning a user profile we can control each user on the level of security. We can also add a script in the user’s profile so that once the user login we can track where they are and what they are doing.

Emails

We will be using Microsoft Exchange 2000 as our email server and Outlook 2000 as our client. These emails will be used mainly by staffs whereas students will be using a web based email called RedFish which runs on Linux. Each user will be allocated 5Mb disk space for emails as a control. This quota will deter users from doing housekeeping more often otherwise they will not be able to send or receive emails.

Software

The software we have is Microsoft Office XP Professional, Microsoft Back Office, Registrar software, student ID card software and thumb print software (attendance system). This software are stored in the server and be accessible only by authorized users. The softcopy (CDs and Diskettes) are kept in a safe for safekeeping.
Backup Domain Controller is running simultaneously with the Primary Domain Controller. It acts as a backup if the Primary Domain Controller fails or not working. In order for us to use the Backup Domain Controller to replace the Primary Domain Controller, we have to demote the Primary Domain Controller to become a backup controller and promote the Backup Domain Controller to primary controller. Once this is done, we can troubleshoot the server to diagnose the problems or faults. If the problem has been rectified then we can promote it back to be the primary controller.

Besides that we have also installed the Registrar™ software on this server for the Records and Admissions staff to key in students' particulars. The database will be stored in this server and have backups running every night on an incremental basis and a full backup on every weekend.

The standard configurations for the server are:

- HP Netserver E800 Series
- Intel PIII 1Ghz
- 512Mb RAM
- 24GB HDD
- Built in LAN port
- CDROM
- 1.44Mb FDD
- Windows 2000 Server
- Microsoft Office 2000 Professional
- Microsoft Back Office (SQL, Exchange and so on)

These two servers are connected to a 3COM 4007 Switch (Gigabit switch). This switch has 36 UTP ports and 18 fiber optic ports. This switch is used to connect all the 100 base 24 ports switch (3COM 3300SM) from various locations. We have segmented our network to a Registrar, Executive, Perdana Ballroom, Lecturer Office and Students Block. In each segment there is a com rack where all the CAT5 cables are terminated on the patch panel. From the patch panel we will connect the 3COM switch to the backbone via fiber optic cable. With the use of fiber optic cables we can be sure of a fast data transfer and error free data.

We are running on a 2MB leased line from Telekom Malaysia for our internet. The internet is a 24 hours access (no limits). The internet connectivity is routed to the Firewall before going out or coming in. The Firewall acts a first line of defense against virus and hackers. Also come equipped with the backbone is the Web cache 3000 which is a cache server for storing sites access by users. This server will load the page faster with its cache thus less waiting time is needed to view the page. We also have a RAS (Remote Access System) where the IT administrator can dial in to check or monitor the whole system remotely. It is important if there's a problem after office hours and IT administrators can dial in and checked the problems.
Our Ref: JLIS/V198/02

29th May, 2002

PRIVATE & CONFIDENTIAL

No. 159, Jalan Maharajalela
50510 KUALA LUMPUR

(For the attention of Mr. T.C. Yong)

Dear Sirs,

RE: INDICATION OF VALUE FOR P.T. NO. 3926, MUKIM OF SETUL, DISTRICT OF SEREMBAN, LOCATED AT BATU 12 MANTIN, NEGERI SEMBILAN DARUL KHUSUS.

We refer to your instruction to conduct a valuation of the above-mentioned property for information purposes.

We have inspected the property and its surroundings on 3rd May, 2002. It was noted during the site inspection that the construction of buildings is in an advanced stage of completion. Our valuation is on the basis that all the buildings are completed in accordance with the approved building plans and specifications and thereafter issued with a Certificate of Fitness for Occupation by the relevant authorities.

Brief details of the property are as follows:

1) Property Type: The property is an academic centre consists of 2 blocks of 4-storey light duty laboratories, computer laboratories and tutorial room, 1 block of 3-storey library and 5 blocks of 4-storey lecture room and hall.

2) Location: The property is located off Batu 12, Mantin - Seremban road, Negeri Sembilan.

3) Land Area: 9.8241 hectares (24.28 acres)

4) Description: The buildings are basically constructed of reinforced concrete framework, pitch roof covered with metal deck and plastered brickwalls. It is a purpose built academic centre, brief details of which are as follows:

International Property Consultants - Chartered Valuation Surveyors - Registered Valuers & Real Estate Agents

Project & Property Managers - Plant & Machinery Valuers - Auctioneers

Managing Director: P. TANGGI PERAGASAM

Practitioner: CHIN LAY SITT

FAX: 06-7637936

Fax No: 06-7638390 / 7638390

Tan: 19500000078 (10 Shares)
1) 2 blocks of 4-storey laboratories known as Block B1 and B2, comprising 40 light duty laboratories, 40 computer laboratories, one super computer room and 48 tutorial rooms;

2) 1 block of 3-storey library; and

3) 5 blocks of 4-storey lecture room and hall known as Block A1 to A5. It has 120 lecture rooms and 15 lecture halls.

In general the floor finishes are of cement screed except for the library which are of ceramic tiles.

5) Approx. Built-up area:

4-storey Block B1 and B2
21,626.80 sq. m.
(about 232,789 sq. ft.)

3-storey Library
8,577.92 sq. m.
(about 92,332 sq. ft.)

4-storey Block A1 to A5
24,693.60 sq. m.
(about 265,800 sq. ft.)

6) Building services:

A comprehensive Electronic Network System is being installed at academic center. This Computer network system, when completed will provide a wide range of networking services for the abovementioned buildings. It comprises 24 and 48 port Access Switches, Sub Distribution Switches, 12 slots Chasis Core Switches, 12 slots Chasis Core Distribution Switches, Server Switch, Security Server, Internet Radius Server, DHCP Server, Gate Way Router, Universal Subscriber Internet Gateway, Streaming Video Server System, Movie Maker & Encoder, Multimedia Network Broadcast System, DV Cameras, DVD-R Burner, etc.

6) Zoning/designated landuse:

Commercial
Having carried out some necessary investigations, our opinion of the Market Value of the property together with the buildings and networking installations and equipments erected thereon. ON THE BASIS THAT ALL BUILDINGS ARE COMPLETED IN ACCORDANCE WITH APPROVED BUILDING PLANS AND SPECIFICATIONS AND THEREAFTER ISSUED WITH A CERTIFICATE OF FITNESS FOR OCCUPATION BY THE RELEVANT AUTHORITIES, free from all encumbrances and with the benefit of vacant possession is in the region of RM70,000,000/- (RINGGIT MALAYSIA: SEVENTY MILLION ONLY).

Please note that this letter of indication of value is intended for your immediate use and serves ONLY as a preliminary estimate, subject to confirmation by an ensuing formal Report and Valuation, which is to be released in due course.

Yours faithfully,

COLLIERS
JORDAN LEE & JAAFAR SDN. BHD.

SIEW KOK KONG, MIS(M)
Registered Valuer (V452)
POSITION DESCRIPTION FOR SITE COORDINATOR
PROGRAM COORDINATOR JOB DESCRIPTION
Malaysia

I. Responsibilities in General

The coordinator is the designated TSU site representative. The position is
responsible for the effective and efficient operation of academic programs at
the site in accordance with University regulations and policies. The position
can include supervisory as well as non-supervisory responsibilities.

II. Specific Duties

1. Student Services-Academic

A. Counsel students about degree programs, admission requirements and
other university regulations (GPA, incompletes, other).
B. Evaluate student transfer credit and prepare petitions for such credit.
C. Track temporary and conditional admissions, update admission status
letters, and otherwise carefully manage student files.
D. Conduct term registration, insuring that students provide all necessary
paperwork.
E. Prepare, proctor, and arrange for the grading of exams.
F. Prepare and distribute to classes announcements concerning exam dates
and other matters.

2. Course Management

A. Create and publish annual course schedule (and changes as necessary).
B. Insure timely arrival of faculty syllabi for registration.
C. Prepare class/grade roster for faculty.
D. Coordinate classroom assignments with the university.
E. Insure distribution of course critiques.
F. Insure that final grades arrive on time and are supported by incomplete
forms, where necessary.

3. Financial Management

A. Ensure timely transfer of funds to TSU main campus.
B. Prepare revenue reports.
C. Maintain a budget ledger cumulating expenses by line item.
D. Maintain accurate ledger of student accounts receivable.

--Continued--
4. Office Management

A. Maintain mail/fax log.
B. Collect data necessary for institutional effectiveness or required by external agencies (summarize course critiques, student exit surveys, comp exam pass rates, etc.).
C. Maintain complete and current faculty files.

5. Logistical Duties

A. Order, receive, and ship books.
B. Arrange lodging and confirmation for faculty.
C. Maintain office supplies, including an inventory of TSU and other forms.
D. Copy needed materials (syllabi, exams, course readings, etc.).
E. Provide staff support for faculty during their visits (e.g., assistance with equipment and logistics).

6. Other Duties as Necessary

III. Qualifications

Master’s degree from regionally accredited institution preferred. Ability to work in a dynamic environment, consisting of students, faculty, university personnel, and other TSU staff. Some administrative/ supervisory experience, particularly in academic setting, highly desirable. Ability to maintain academic standards and confidentiality of academic records. Computer literacy required. Written and verbal fluency in English required.
ORGANIZATIONAL CHARTS
TROY STATE UNIVERSITY
UNIVERSITY COLLEGE
ORGANIZATIONAL CHART

Vice Chancellor

Branch Campus
Policy & Oversight Board

Vice President
University College

Director
Financial Affairs

University College Librarian

Academic Dean

Director
Faculty Logistics
& Marketing

Coordinator of
Student Services

Dean
Distance Learning

Regional Director
Florida and Western
Region

Regional Director
Southeast Region

Regional Director
Atlantic Region

Regional Director
Pacific Region

Regional Director
Southeast Asia Region

Director, University
College International
Programs
ANNUAL SITE BUDGET
### BUDGET-MALAYSIA

#### 2003-2004

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td><strong>Revenue</strong></td>
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<td><strong>Expenditures:</strong></td>
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<td>Faculty Salary</td>
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<td><strong>Total Expenditures</strong></td>
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