Prospectus

For

Bachelor of Science Degree in Business Administration

And

Bachelor of Science Degree in Computer Science

In

Sharjah, United Arab Emirates
(a branch operation of previously submitted Institute of Technological Studies)

International Region
University College

Submitted by:

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1. **ABSTRACT**

1. **Proposed Change:** Recognizing a branch location of Institute of Technological Studies (I.T.S) of Colombo, Sri Lanka located in Sharjah, U.A.E., which will offer Bachelor of Science degrees in Business Administration and Computer Science.

2. **Location:** The principle location for this branch of ITS will be in Sharjah, U.A.E. at the Sharjah Airport International Free Zone (Saif). The Bachelor of Science in Business Administration - General Business Concentration and the Bachelor of Science in Computer Science will be offered at this site. These programs will be identical to those offered at the parent institution site in Colombo, Sri Lanka.

3. **Initial Date of Implementation:** January, 2005.

4. **Projected number of Students in 2005:** 75

5. **Primary Target Audience:** Students located in the United Arab Emirates (U.A.E.) seeking both undergraduate and graduate degrees will be the primary target audience. Within the Free Trade zone, many other international residents may also pursue this American degree. These students may desire to transfer from ITS by virtue of an approved transfer agreement. Students may also seek to complete their entire degree through Troy University in Sri Lanka, U.A.E or Troy, Alabama.

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

7. **Instructional Delivery Methods:** The Undergraduate degrees will be delivered in a traditional in-class format on a semester basis with a Fall, Spring and Summer schedule. The schedule and programming are designed to provide maximum opportunity for students at the Troy University site in Sharjah to transfer to the campus in Troy, Alabama.

2. **BACKGROUND INFORMATION**

The purpose of the substantive change is to add a new branch location for the ITS program in the U.A.E. and to provide existing programs at the new location. The programs support the purpose of the University and include 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 degree program is consistent with that portion of the Troy 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 programs offered on the Troy, Alabama campus.

3. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

The UAE offers a fully-fledged educational system for both boys and girls from primary level to university, with education for the country's citizens being provided free through government schools, colleges and universities. There is also an extensive private education sector which now accounts for around 40 per cent of the student population. Over half a million students are now at school or in college, while several thousand students, of both sexes, are pursuing courses of higher education abroad at Government expense.

Education from primary to secondary level is universal and compulsory and literacy rates are comparable to the norm in developed countries. An adult illiteracy programme conducted in association with the UAE Women's Federation is helping to eradicate illiteracy among the older members of society. There is a strong focus on computer literacy and on English language teaching in higher education to equip young Emirates with the necessary skills.

State-funded educational opportunities in the UAE have blossomed since the establishment of the Federation when only a tiny minority of the population had access to formal education. A comprehensive free education system is now available to all students, male and female. At the start of the 1999/2000 academic year, 336,135 students enrolled in over 640 government schools throughout the country. Substantial progress has also taken place in the private sector which accounts for nearly 40 per cent of the student population at kindergarten, primary and secondary level.

In addition the UAE’s youth have ready access to higher education, both federally-funded and at the many internationally accredited private institutions that are being established throughout the UAE. Generous grants are also available for those wishing to study abroad.

Higher Education

More than 80 per cent of national students who graduated from secondary school in 1999 took up a place in higher education in September 1999. According to the National Admissions and Placement Office (NAPO), 90 per cent of female students and 73 per cent of their male counterparts commenced courses at the federally funded Higher Colleges of Technology (HCT), established in 1987, Zayed University for women, established in 1998, and UAE University at Al Ain, established in 1977.
In 1999, 4,944 students were granted admission to the 11 constituent colleges of the HCT network, compared with 4,154 at the beginning of the 1998–1999 academic years. Of these admissions, 1,675 were male and 3,229 were female, the latter figure being nearly doubles that for 1998. Many of these students attend internationally recognized higher educational institutions within U.A.E.

The Sharjah site will be located in an U.A.E. "Free Trade-Zone (FTZ)." FTZs are an attractive option for foreign investors. To date the free zones have been successful in attracting a large number of companies and foreign direct investment, as well as expanding net non-oil exports. The share of free zones in non-oil exports increased from 22 per cent in 1999 to 57 per cent in 2000. Net exports from free zones have also risen, reaching 1.4 billion US dollars in 2000. By 2002, there were more than 3000 companies operating in free zones, with an estimated trade of around US$8 billion. The major advantage in setting up in a free zone is that you are entitled to:

- 100 per cent foreign ownership of the enterprise
- 100 per cent import and export tax exemptions
- 100 per cent repatriation of capital and profits
- No corporate taxes for 15 years, renewable for an additional 15 years
- No personal income taxes
- Assistance with labor recruitment, and additional support services, such as sponsorship and housing.

An independent Free Zone Authority (FZA) governs each free zone, and is the agency responsible for issuing FTZ operating licenses and assisting companies with establishing their business in the FTZ. Because of its location, there is an additional pool of foreign (to the U.A.E.) nationals eager for an American degree. This branch of ITS would be perfectly situated to attract and service those individuals associated with the multinational organizations as well as individuals native to the U.A.E.

Troy University was invited in 2004 by ITS, a private university approved by the Government of the Democratic Socialist Republic of Sri Lanka to offer a series of courses in conjunction with ITS to address the limited opportunities for natives to achieve degrees in higher education. When ITS purchased Sharjah College, their mission expanded to the U.A.E. Recent restrictions on student visas granted from citizens of the U.A.E. prevent many students who desire an American degree from obtaining a degree in the US. Combined, the relationship between Troy and ITS (and its branch in Sharjah, U.A.E.) will increase overall opportunities for natives of the region and individuals living in the Free Trade Zone to obtain both a higher education degree and one from an American university.

TROY will conduct its courses in a traditional education environment consistent with TROY methods of offering courses in Troy, Alabama.

4. DESCRIPTION OF THE CHANGE
The curricula for these programs, which are also described in the Six Points of Institutional Effectiveness (SPIE), under the Appendix section of this prospectus, are duplicates of the curricula in the Troy University Undergraduate Bulletin (2003-2004). The admission and graduation requirements are the same requirements as dated in the Troy University Undergraduate Bulletin (2003-2004).

Administrative Oversight: Supervision of the University's academic extension programs involves two distinct chains of command. The University College (TROY-UC) at the Troy campus is the organizational unit responsible for providing administrative support for all extension academic programs conducted by Troy University outside the state of Alabama. The administrator of TROY-UC is a Vice Chancellor and Provost who reports directly to the Executive Vice Chancellor for Academic Affairs. 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. TROY-UC now oversees four "administrative regions" and the Distance Learning Program where academic programs are offered. Sharjah will be one of the sites in the TROY-UC international programs. The organization of TROY-Sharjah follows a pattern common to all UC regions. The site is staffed by a site director who has direct administrative responsibility for TROY programs in Sharjah and with ITS.

Academic supervision of these programs (including certification of adjunct faculty, full-time faculty, and ITS faculty) is provided most directly by the College Program Coordinator for each academic program. The College Program Coordinator, Department Head, and/or Dean of the respective College 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 reasonable oversight of each academic program by the appropriate academic personnel. Additionally, an academic audit will be conducted each academic year by a TROY stateside representative 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**

TROY agrees to establish Bachelor Programs in Business Administration and Computer Science to be offered at ITS. TROY agrees to offer the following programs at ITS as and when student enrollment warrant and at such time as TROY academic approval and SACS accreditation approval is granted as well as approval from the Government Agencies is obtained in U.A.E. Any of these programs require a minimum of six months advance notice and agreement by TROY prior to implementation.

**GENERAL STUDIES PROGRAM**

A major portion of a student's first and second year studies is a common curriculum of forty-eight hours called the general studies program. The general studies program is designed to
provide a fundamental basis for advanced studies by providing educational programs that enable students to read, write, compute, speak effectively and think critically.
- General studies courses may not be used in meeting requirements for both an academic major or minor and general studies.
- A student should complete at least thirty six (36) hours of the general studies program before registering as a junior.

*NOTE: Requirements for the general studies program may change without notice because of the Alabama Statewide Articulation Program. Area V has not been finalized by the Articulation and General Studies Committee. Any questions should be addressed to your assigned academic adviser. See the AGSC STARS home page (http://stars.troy.edu) for up-to-date, approved transfer information.*

**GENERAL EDUCATION COMPETENCY EXAM**

I. **Written Composition (6 semester hours)**
   ENG 1101 (3) Composition I or placement in ENG 1103
   ENG 1102 (3) Composition II or placement in ENG 1104

II. **Humanities and Fine Arts (13 semester hours)**
    ENG 2205 (3) World Literature I, or placement in ENG 2207
    ENG 2206 (3) World Literature II, or placement in ENG 2208
    ART 1133 (2) Visual Arts, or placement in ART 1134
    MUS 1131 (2) Music Appreciation, or placement in MUS 1132
    SPH 2241 (3) Fundamentals of Speech, or placement in SPH 2243

III. **Natural Sciences and Mathematics (11 semester hours)**
    BIO 1100 (3) Principles of Biology
    BIO L100 (1) Principles of Biology Lab
    
    General Studies
    *Select three semester hours:
    MTH 1110 (3) Finite Mathematics
    MTH 1112 (3) Pre-Calculus Algebra, or placement
    *Select four semester hours:
    CHM 1142 (3) General Chemistry I, or placement
    CHM L142 (1) General Chemistry I Lab, or placement
    PHY 2252 (3) General Physics I, or placement
    PHY L252 (1) General Physics I Lab, or placement
    SCI 2233 (3) Physical Science
    SCI L233 (1) Physical Science Lab
    SCI 2234 (3) Earth Science
    SCI L234 (1) Earth Science Lab

IV. **History, Social and Behavioral Sciences (12 semester hours)**
    *Select one series:
    HIS 1101 (3) Western Civilization I, or placement in HIS 1103
HIS 1102 (3) Western Civilization II, or placement in HIS 1104

Or

HIS 1111 (3) U.S. to 1877, or placement in HIS 1113
HIS 1112 (3) U.S. since 1877, or placement in HIS 1114

Select six semester hours of one foreign language (classical or modern) or six semester hours
from the following:

ANT 2200 (3) Anthropology
CLA 2260 (3) Classical Mythology
ECO 2251 (3) Principles of Macroeconomics
ECO 2252 (3) Principles of Microeconomics
GEO 2210 (3) World Regional Geography
PHI 2203 (3) Introduction of Philosophy
PHI 2204 (3) Ethics
POL 2241 (3) American National Government, or placement in POL 2240
PSY 2200 (3) General Psychology, or placement in PSY 2201
REL 2280 (3) World Religions
SOC 2275 (3) Sociology

V. (6 semester hours)

TROY 1101 (1) University Orientation
IS 2200 (2) Introduction to Computer Applications, or placement

General Studies Course Descriptions

Written Composition (6SH)

ENG 0091 Basic Writing Skills (3-3)
A study of advanced sentence structure, word usage, and effective paragraph writing. NOTE: In
addition to the scheduled class meetings, the student is required to attend one one-hour session
per week at the Writing Center and or the Computer Center. NOTE: This course is for
institutional credit only and cannot substitute for any general studies requirement, and cannot be
used to satisfy degree requirements. See “Placement in English Courses” above. Requires a
minimum of “C” to exit.

ENG 1101 Composition I (3-3)
An introduction to college-level writing. See “Placement in English Courses” above. Requires a
minimum grade of C to exit.

ENG1102 Composition II (3-3)
A continuation of the study of college-level writing. Requires a minimum grade of C to exit.
Prerequisite: A minimum grade of C in ENG 1101

Humanities and Fine Arts (13 SH)

ENG 2205 World Literature I (3-3)
A survey of the world's literary masterpieces, from the Ancient World through the Renaissance. Prerequisite: ENG 1102 with a minimum grade of C; or ENG 1104.

ENG 2206 World Literature II (3-3)
A survey of the world's literary masterpieces, from the Neoclassical Age through the Modern Age. Prerequisite: ENG 1102 with a minimum grade of C, or ENG 1104

ENG 1133 Visual Arts (2-2)
Visual arts and their relationship to human needs and aspirations. NOTE: Credit for this course may not be applied toward any program in art.

ENG 1131 Music Appreciation (2-2)
Orientation, vocal and instrumental media, forms, historical development and guided listening. Credit for this course does not apply toward any program in music

ENG 2241 Fundamentals of Speech (3-3)
Study of the principles and practices basic to all areas of oral communication.

Natural Science and Mathematics (11 SH)

Biological Sciences Courses (BIO)

BIO 1100 Principles of Biology (3-3)
Biological principles including structures, functions, energy, heredity, and ecology. Note: Credit for this course cannot be applied toward any program in biology. Co-requisite: BIO L100

BIO L100 Principles of Biology Lab (1-2)
Laboratory study of structures, functions, heredity, and reproduction in living things. Co-requisite: BIO 1100

Select three semester hours:

BIO 1100 Fundamentals of Algebra (3-3)
Development of the basic algebra skills which serve as a foundation for precalculus algebra. Prerequisite: Placement. NOTE: This course is for institutional credit and will not be used in meeting degree requirements. This course will not substitute for any general studies requirement.

BIO 1110 Finite Mathematics (3-3)
This course is designed to give an overview of topics in finite mathematics together with their applications. This course includes a survey of logic, numeration systems, sets, bases other than ten, counting, permutations, combinations, basic probability, an introduction to statistics, and matrices and their applications to Markov chains and decision theory. Prerequisite: Appropriate score on mathematics placement test, advanced placement, or a grade of C or better in MTH 1100. NOTE: Credit will not count toward a major or minor in mathematics. Also, Finite Mathematics cannot be taken for credit by students who have completed the Calculus sequence without permission from the department chair.
BIO 1112 Pre-Calculus Algebra (3-3)
This course emphasizes the algebra of functions, including polynomial, rational, exponential, and logarithmic functions. The course also contains systems of equations and inequalities, linear and quadratic equations and inequalities, graphs of polynomials, and the binomial theorem. 
Prerequisite: Appropriate score on mathematics placement test, advanced placement, or a grade of C or better in MTH 1100 NOTE: Credit will not count toward a major or minor in mathematics. Also, Precalculus Algebra cannot be taken for credit by students who have completed the Calculus sequence, without permission from the department chair.

Select four semester hours:

CHM 1142 (GS) General Chemistry I (3 - 3)
Emphasis is placed on the periodic table and stoichiometry, including chemical properties, physical states, and structure. Prerequisite: Grade of C or better in MTH 1112, or score of 0, 1, or 5 on math placement test. Co-requisite: CHM L142.

CHM L142 (GS) General Chemistry I Laboratory (1 - 3)
Experiments dealing with the periodic table, atomic structure, the gas laws, and stoichiometry. Co-requisite: CHM 1142.

PHY 2252 General Physics I (3 - 3)
An introduction to the laws of mechanics, thermodynamics and wave motion. Prerequisite: MTH 1115. Corequisite: PHY L252

PHY L252 General Physics I Laboratory (1 - 2)
Laboratory work emphasizes basic principles of lecture topics, the use of measuring instruments, and the interpretation of data. Corequisite: PHY 2252.

SCI 2233 (GS) Physical Science (3)
Basic physics and chemistry for non-science majors.

SCI L233 (GS) Physical Science Laboratory (1-2)
Laboratory experiments in basic chemistry and physics. Measurements of length, time, velocity, Newton’s Second Law, velocity of sound and air, wave motion, calorimetry, molecular structure, acids and bases, other selected experiments. Corequisite: SCI 2233.

SCI 2234 (GS) Earth Science (3)
Physical aspects of the earth, atmospheric makeup, weather, and basic astronomy, for non-science majors.

SCI L234 (GS) Earth Science (1-2)
Laboratory experiments basic astronomy, the atmosphere, geo

History, Social and Behavioral Science (12 SH)
HIS 1102 Western Civilization II (3-3)
Survey of the modern and contemporary periods of Western history. Topics include the Scientific Revolution, Enlightenment, French and Russian revolutions, nationalism, imperialism, World War I, World War II and decolonization.

HIS 1111 U. S. to 1877 (3-3)
Survey of American history from the age of discovery through the colonial, revolutionary, and national periods to the era of Civil War and Reconstruction.

HIS 1112 U. S. since 1877 (3-3)
Survey of American history from the “Gilded Age” to the nuclear era with attention to the multiplying complexities of global affairs and expanding government in our national life.

ANT 2200 Anthropology (3-3)
An examination of human, physical and cultural development using evidence from archaeology, paleontology, genetics, ecology, cultural anthropology and linguistics with emphasis on the historical, structural and symbolic aspects of human culture. This course is a prerequisite for all 3300 and 4400 level courses in anthropology. This course does not count toward the 36 hours major.

CLA 2260 Classical Mythology (3-3)
Myths of the Greeks and Romans and their influence.

ECO 2251 Principles of Macroeconomics (3)
Macroeconomics theory of the national economy with an emphasis on income, employment, banking and public policy.

ECO 2252 Principles of Microeconomics (3)
Microeconomic theories of value, production and distribution of income, and basic international economic analysis.

GEO 2210 (GS) World Regional Geography (3-3)
Physical and cultural features, economy and populations of the geographic regions of the world.

PHI 2203 (GS) Introduction to Philosophy (3-3)
Approaches to the art of wondering about such questions as the meaning of history, the origin of matter, the nature of human freedom.

PHI 2204 (GS) Ethics and the Modern World (3-3)
An introduction to basic ethics and to contemporary ethical issues.

POL 2241 American National Government (3-3)
Investigation of current political issues in the context of the constitution, the presidency, Congress, the Supreme Court and other national political institutions

PSY 2200 General Psychology (3-3)
Scientific study and interpretation of human behavior including such topics as perception, abnormal behavior, mental hygiene and selected viewpoints.

REL 2280 (GS) World Religions, East and West (3-3)
Comparative survey of religious systems throughout the world, with attention to roots of beliefs in the Orient and the Middle East and their relevance.

SOC 2275 Sociology for General Studies (3-3)
Survey of basic sociological concepts and the effect of social phenomena on individuals, groups and institutions.

TROY 1101 University Orientation (1-1)
A study of the university's resources, services, policies and procedures. Among the topics covered are the university's purpose and objectives, academic regulations, policies and procedures, services, student organizations, library, learning centers, and computer labs: responsibility, time management; and strategies for succeeding in college.

IS 2200 Introduction to Computer Applications (2)
An interdisciplinary introduction to microcomputer usage. Includes hands-on use of Microsoft Windows and word-processing.

Bachelor of Science in Business Administration: General Business Major- 120 semester hours

The General Business - General concentration allows students to develop a broad background to prepare for a variety of positions. The General Business - International concentration offers the opportunity for an interdisciplinary study of world business and trade. The General Business - Business Economics concentration allows students to pursue careers in business, government, or the legal field.

Business Administration Degrees
General Business Major - Business Economics Concentration (120 hours)
General Business Major - General Concentration (120 hours)
General Business Major - International Business Concentration (120 hours)

General Studies - 48 semester hours
Business Administration Core - 45 semester hours
QM 2241 (3) Business Statistics
IS 2241 (3) Business Information Systems
ECO 2251 (3) Principles of Macroeconomics
ECO 2252 (3) Principles of Microeconomics
ACT 2291 (3) Principles of Accounting I
ACT 2292 (3) Principles of Accounting II
LAW 3321 (3) Legal Environment
FIN 3331 (3) Managerial Finance
MKT 3361 (3) Principles of Marketing
MGT 3371 (3) Principles of Management and Organization Behavior
MGT 3373 (3) Operations Management
QM 3342 (3) Introduction to Operations Research
BAN 3382 (3) Business Communications
BAN 4476 (3) Business Strategy

Preferred Concentrations:

1. General Concentration
   General Business and Related Courses- 27 semester
   Select one upper level course from each of the following areas:
   ACT (3) Accounting
   ECO (3) Economics
   FIN (3) Finance
   MGT (3) Management
   MKT (3) Marketing
   Select four additional upper level courses from the above areas with no more than
two additional courses from any one area.

2. International Business
   General Business and Related Courses
   Select one upper level course from each of the following areas:
   ECO (3) Economics
   MGT (3) Management
   FIN (3) Finance
   MKT (3) Marketing
   Required:
   FIN 4435 (3) International Banking and Finance
   ECO 4451 (3) International Trade
   MKT 4468 (3) International Marketing
   Select two courses from the following:
   POL 3351 (3) International Relations
   POL 3352 (3) International Law
   ECO 3357 (3) Managerial Economics
   GEO 4404 (3) Economic Geography
   ECO 4455 (3) Comparative Economic Systems
   Students in this program must complete a foreign language sequence (completion of 6 hours in
one modern foreign language) as a part of the general studies program.

3. Business Economics
   General Business and Related Courses- 27 semester hours
   ECO 3357 (3) Managerial Economics
ECO 3358 (3) Macroeconomics for Managers
Select one upper level course from each of the following areas:
MGT --- (3) Management Course
MKT --- (3) Marketing Course
Select five courses from the following, of which three must be from economics:
ECO 3353 (3) Money and Banking
ECO 3355 (3) Labor Economics
ECO 4451 (3) International Trade
ECO 4453 (3) Public Finance
ECO 4455 (3) Comparative Economic Systems
ECO 4459 (3) Economics Seminar
FIN 3333 (3) Financial Mathematics

4. Human Resource
   Management and Related Courses- 27 semester hours
MGT 3375 (3) Human Resource Management
MGT 4472 (3) Advanced Organization Behavior
MGT 4477 (3) Labor Relations
MGT 4479 (3) Management Seminar
MGT 3376 (3) Human Resource Development
MGT 3379 (3) Special Topics in Management
MGT 4481 (3) Staffing
MGT 4482 (3) Managing Health, Safety and Diversity
Select one course:
PSY 4410 (3) Business & Industrial Psychology
ECO 3355 (3) Labor Economics
BAN 4499 (1-3) Internship
MKT (3) Upper-Level Marketing Course

**Bachelor of Science in Computer Science- 120 semester hours**

General Studies – 48 Semester Hours
Computer Science Major – 36 Semester Hours
Major-Minor Options – 36 Semester Hours

   IS 2244 (3)  Programming Methods
CS 2248 (3)  COBOL
CS 3345 (3)  Functional Characteristics of Digital Computers
CS 3346 (3)  Information Processing
CS 3358 (3)  Advanced C/C++
CS 4440 (3)  Database Processing
CS 4445 (3)  Data Communications
IS 4447 (3)  Systems Analysis and Design
CS 4448 (3)  Control Programs

Select 3 courses
IS 2241 (3) Business Information Systems
IS 3343 (3) Programming Languages
IS 3348 (3) Computer Networking

*Note: IS 3343 may be repeated for credit if a different language is taken.

* These programs may be modified or changed on a year to year basis by TROY at the discretion of TROY.

5. FACULTY
The business programs in Sharjah will be supported by the following mix of faculty:

- One full-time faculty member will be hired in each program when 50 students have been admitted and registered for courses in each program, and one additional full-time faculty member will be added in the second year if 100 students are enrolled in each of the programs;
- Participation by visiting faculty from TROY campuses and other TROY Regions; and
- Participation by adjunct faculty with the appropriate credentials, certified by TROY.

The full-time faculty may support this site as well as other TROY-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. 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 undergraduate 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. 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 TROY 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.

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, TROY provides library resources to all students through online access to the TROY libraries, through library agreements with ITS, through purchased books for the libraries. Library support from Troy University is available to all Troy University students. TROY Sri Lanka students can locate the library databases through the library main page on the World Wide Web (http://TROYlib.troy.st.edu) and log on with their student identification number. This number is authorized to the library server by Datatel, the Troy 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 University. They will also receive an orientation briefing on the TROY library resources and a CD ROM will also be made available at the local site. The TROY Library and Information Resources SIRSI Webcat is described in the Appendices.

Online information available to students is extensive. Databases to which TROY 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, 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 Pharmocology (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; Emerald 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 plays a large role in determining the journals to which the library subscribes and the books purchased.
TROY 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 ITS for students to borrow and use for reference.

The budget contains sufficient funds for an annual assessment of the library agreements and library resources available to TROY students in Sharjah. The TROY Dean of Library Science or his designee will visit the TROY site in Sharjah annually, review the collection, meet with faculty and students, and conduct briefings on library databases and research.

Computer Support: Students entering the business and computer science degree programs at Troy University in Sharjah will have access to computer labs at the college. The computer agreements and facilities are described in the Appendices. Upon receipt of application and acceptance into the program, TROY will provide each student with an e-mail address.

7. PHYSICAL RESOURCES

The permanent location of the TROY – Sharjah campus is located in a developing prime area and easily accessible to students. The TROY- Sharjah campus is housed in a modern multi-storied building complex, with modern lecture halls and laboratories. The computer, electronic, biology, chemistry and physics laboratories are fully equipped with high-end computer workstations with network access to the Internet.

The site coordinator for TROY is required to have at least a Master's Degree and experience with academic administration (See appendix for position description). The TROY-Sharjah site is administratively supported by 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 timely counseling and support via e-mail and telephone.

The TROY-ITS 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 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**

Troy University will be the residential provider in ITS. TROY anticipates that the site will generate 50 students for the proposed degree programs in the first year and 50 additional students in the second year. The budget detail for revenue and expenditures is found in the attached Appendices.

9. **EVALUATION AND ASSESSMENT**

Troy 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:

- its purpose, including how this purpose fits within the broader goals of the University;
- how the program structure (for academic departments) or the administrative activities (for administrative units) contribute to their stated purpose;
- the minimum expected results for the program or administrative unit;
- the assessment instruments used to measure the performance of programs or units;
- the procedures for administering the assessment instruments; and
- 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).

The SPIE can be found in the attached Appendices. A detailed discussion of the format of both the SPIE and the Annual Assessment Report (self-study) can be found in the TROY Manual for Annual Planning. Examples of the other evaluation instruments mentioned are also contained in the attached appendices. 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 TROY-Sharjah program as compared to students enrolled in the degree at other Troy 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 University Undergraduate Bulletin.

Admission Requirements for Degree Programs

Unconditional Admission:
1. High School graduates who have an acceptable high school record, minimum of 2.0 GPA; "C" average, and minimum score of 18 on the ACT or 870 on the SAT. Applicants who are 21 years of age or older are not required to submit ACT/SAT scores for admission to the university.
2. All applicants who are graduates of accredited high schools must submit official transcripts showing graduation and a minimum of 15 Carnegie units, with three or more units in English. Of the units earned, eleven must be in academic courses.
3. Educational proficiency equivalent to graduation may be validated by satisfactory performance on the high school level General Education Development (GED) Examination.
4. All transcripts from all secondary schools attended must be submitted for admission to the program.

Conditional Admission:
Students not qualifying for unconditional admission may enroll at Troy University as a conditionally admitted student by meeting the following criteria:
1. Students with a grade point average of less than 2.0 on a 4.0 scale must have a minimum composite score of 18 on the ACT or 780 on the SAT.
2. Applicants with and ACT score of less than 18 but at least 15 or less than 870 but at least 740 must have a cumulative GPA of at least 2.3 on a 4.0 scale.
3. Conditionally admitted students may only take 13 SH until 24 SH have been successfully completed.
4. Conditionally admitted students will be granted unconditional admission status upon completion of conditional admission statement requirements.

International Admissions
Application for admission shall be made though our partnership institution, ITS and University College. The evaluation of all documents will be done consistent with the admission policy for Troy University by a joint effort of the Site Director in ITS and International Programs University College.

The following documents must be completed and submitted:
1. Admission Application
2. Official secondary school transcript including notice of graduation
3. One of the following:
- Test of English as a Foreign Language with at least a score of 500 on the paper test or 175 on the computer based test.
- ACT score of at least 18
- SAT score of at least 870 with 420 on verbal
- IELTS score of 5.5
4. A $20 application fee

Temporary Admission
A student who has submitted incomplete information necessary for admission to the university may be admitted temporarily for one term. The student must submit all missing records before the end of the term for which the temporary admission was given. With the permission of the dean of enrollment management or the director of a University College site for students not attending the main campus, a second term may be extended for temporary admission status. In most cases a temporary admission will not be extended beyond a second term. In the event the completed records indicate that the student is not eligible for admission, the student shall either be removed from the class(es) or be allowed to complete the courses(s) for audit.

Transfer Credit

In order to receive transfer credit, official transcripts must be forwarded to the Admissions office from each previously attended college or university.

At least 30SH must be earned in residence in order for a student to be awarded a degree from Troy University.

At least fifty percent of the degree credits must be on the Senior College level to be awarded a bachelor's degree from Troy University.
APPENDICES
# List of Appendices

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troy University Mission Statement</td>
<td>21</td>
</tr>
<tr>
<td>Agreement</td>
<td>24</td>
</tr>
<tr>
<td>Six Points of Institutional Effectiveness</td>
<td>34</td>
</tr>
<tr>
<td>Student Course Critique</td>
<td>49</td>
</tr>
<tr>
<td>Graduating Student Questionnaire</td>
<td>55</td>
</tr>
<tr>
<td>Faculty Roster</td>
<td>62</td>
</tr>
<tr>
<td>Faculty Evaluation System</td>
<td>65</td>
</tr>
<tr>
<td>Faculty Survey</td>
<td>71</td>
</tr>
<tr>
<td>TSU Library Resources</td>
<td>74</td>
</tr>
<tr>
<td>Position Description for Site Coordinator</td>
<td>85</td>
</tr>
<tr>
<td>Organizational Charts</td>
<td>88</td>
</tr>
<tr>
<td>Annual Site Budget</td>
<td>90</td>
</tr>
</tbody>
</table>
Mission Statement of Troy University
Mission Statement of Troy University

Troy State University is a publicly assisted institution of higher education. The University 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, 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, counseling, nursing, 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 programs.

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.

Students are encouraged to realize their unique potential and to 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.

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 competence in their chosen field(s) of study 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, and faculty, including women, minorities, and individuals with disabilities.
AGREEMENT
MEMORANDUM OF AGREEMENT
For collaboration
Between
INSTITUTE OF TECHNOLOGICAL STUDIES (ITS)
No.7, Kirimandala Mawatha, Colombo 5, Sri Lanka
Of the First Part
And
TROY STATE UNIVERSITY (TSU)
Troy, Alabama, USA
Of the Second Part
December 28, 2004

Both parties discussed the relevant matters with common interest and reached agreement on the following collaboration items based on equality, mutual respect and mutual benefit.

I. Introduction

1. This agreement is made and entered into on the 28th day of December 2004 by and between Troy State University (henceforth TSU), Adams Administration Building, Troy, Alabama 36082, a public university in the State of Alabama, and Institute of Technological Studies (Pvt.) Ltd. (henceforth ITS), No.7 Kirimandala Mawatha, Colombo 5, Sri Lanka a private University approved under the amended University Act in Sri Lanka.

2. TSU will offer the Associate, Bachelor, and Master degrees, in specifically approved concentrations, at ITS campus in Sharjah, U.A.E. providing TSU has visited the campuses, the TSU academic committees authorize the degrees at the campus, and the campus meets TSU accreditation standards.

3. ITS assumes total responsibility for all financial obligations at the Colombo campus and Sharjah campus.

4. In addition ITS agrees to establish a new site in Sharjah campus at Sharjah Airport International Free Zone (Saf), where TSU will co-locate its’ degree program.

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

6. ITS must continually meet all TSU academic and administrative requirements and regulations. Failure to do so authorizes TSU to cancel this Agreement according to the terms and conditions TSU decides to impose.

7. The right to offer Troy State University programs will become effective on the date the Chancellor of Troy State University, or authorized officer approves Institute of Technological Studies campuses in Colombo Sri Lanka & Sharjah Airport International Free Zone (Saf), as a Troy State University teaching sites, however, the courses may not commence until accreditation approval is granted in the USA.

8. The approval of any new location shall only occur if any first refusal rights given under previous Agreements are waived and/or not applicable and the approval does not infringe on any of the conditions and terms of other previous Agreements entered into by TSU.

9. TSU agrees to give ITS the first right of refusal before establishing a Bachelor or Master Degree program within 50 kms of ITS locations in Sharjah and Sri Lanka. This first right of refusal is not applicable to credit transfer programs at other colleges, the Associate Degree, or University to University programs.

10. The concentrations will be subject to approval by TSU and will follow all TSU regulations and procedures.

TSU agrees to establish Associate, Bachelor, and Master Degree Programs to be offered at ITS. TSU agrees to offer the following programs at ITS as and when student enrollment warrant and at such time as TSU academic approval and SACS accreditation approval is granted as well as approval from the Government Agencies is obtained in U.A.E.
Any of these programs require a minimum of six months advance notice and agreement by TSU prior to implementation.

1) Associate of Science*
   Preferred Majors:
   a) Business Administration
   b) Computer Systems
   c) General Education

2) Associate of Arts in Social Science*

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

4) Bachelor of Science*
   Preferred Majors:
   a) Computer Science
   b) Psychology
   c) Social Science

5) Master Degrees*
   Preferred Degrees:
   a) EMBA
   b) MBA
   c) Master of Science Degrees
      i) Human Resource Management
      ii) International Relations
      iii) Management
   d) Master of Public Administration
   e) Master in Computer Science

* These programs may be modified or changed on a year to year basis by TSU at the discretion of TSU.

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

1. Troy State University is prepared to establish a Troy State University (TSU) U.A.E. teaching site at Sharjah - UAE and in Sri Lanka at ITS
   1.1 TSU will establish a TSU teaching site, at Sharjah, U.A.E. and ITS for the completion of the residency requirements in order for a student to receive a TSU degree.
   1.2 ITS is responsible for all student recruitment.
   1.3 ITS is responsible for the process of recognition of the TSU programs by the appropriate Government agencies in U.A.E. TSU is responsible for providing all necessary documents and the guidance required to obtain accreditation. ITS recognizes that TSU must verify that ITS is an government approved Educational Institution based in Sri Lanka, and is in a position to seek SACS accreditation standards for foreign university accreditation approval and ITS is responsible for supplying all the required necessary documentation for this to occur.
   1.4 ITS is responsible for all financial obligations and the establishment of the new site at the Sharjah Airport International Free Zone on the advice of TSU.
   1.5 ITS guarantees the minimum number of students required to be enrolled for the program(s) to be successful. This number must be approved by TSU.
   1.6 The first intake will be January 1st 2005 subject to TSU approval and for Colombo will be September 1st, 2005 subject to TSU approval.

2. Content of the cooperation for undergraduate program:
   2.1 Upon meeting TSU admission requirements, ITS students may transfer to TSU (Troy), or other TSU sites and may have individual ITS courses taken accepted as transfer credit providing they meet the requirements of TSU (Troy). ITS will supply their syllabi to TSU so a judgment can be made on the applicable transfer subjects.
   2.2 If ITS cannot provide equivalent transfer courses, diploma and/or degrees then additional TSU courses may need to be taken, to meet TSU graduation requirements.
   2.3 Students must meet all TSU admission requirements, regulations and procedures in effect at the time of enrollment with TSU. ITS must also provide certified evidence from the appropriate U.A.E. Government Agencies that they are an approved and accredited educational institution licensed to offer the subjects that are to be transferred. TSU guarantees that upon successful completion of the TSU program and meeting all TSU graduation requirements students will be conferred the TSU Degree.
   2.4 ITS will modify the present course plan and the curriculum of ITS in line with the TSU during the coming four years after signing the agreement.

3. Both parties will try and settle unsolved matters in this agreement through consultation.

4. ITS agrees to follow all academic and administrative rules, regulations and procedures of TSU.

5. The Associate, Bachelor and Master’s Degree Diplomas will be from TSU, providing all the regulations and procedures of TSU are adhered to, by both Parties, according to TSU Bulletins and Policy.

III. Special Notes:

1) For the Bachelor Degree, ITS will be responsible for a maximum of 90 transfer credits to be delivered at ITS sites and a student must complete a minimum of 30 TSU credits in residence at the TSU/ITS campuses or another TSU campus. The 30 credits may be taken from the approved TSU courses in the Business, Business Core, Computer Science, and/or other subject areas. Some specialized programs may require more than 30 credits. At least 50 percent of the degree program must be 3300 or 4400 level credit.
2) For the Associate Degree, ITS will be responsible for 45 transfer credits and a student must complete a minimum of 15 TSU credits in residence at TSU/ITS campus. The 15 credits may be taken from the TSU courses in the Business, Business Core, Computer, and/or other subject areas.

3) In order to earn residency requirements a student must be enrolled for a minimum of two semesters with TSU.

4) All students enrolled in the programs at ITS 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 a minimum of 30 credit hours to complete the Bachelor degree. The TSU courses taken in the Associate Degree may apply toward the 30 credit hour minimum to complete the Bachelor Degree.

5) 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.

6) Students who satisfactorily complete degree requirements will be awarded the Associate Degree, and/or the Bachelor Degree. In addition, students who meet TSU regulations and requirements may enroll in Master's Degree Programs. After completion of the Bachelor of Business Administration Degree from TSU, students may enroll in the MBA program if all admission requirements are met.

7) Faculty teaching TSU courses must be approved by TSU and will have to meet TSU and SACS accreditation standards.

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

9) TSU shall notify ITS, 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.

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

11) All syllabi used in the TSU Degree Programs for transfer credit must be approved by TSU.

12) TSU retains full and complete authority on the admission requirements of all students into any and all TSU programs. ITS agrees to enroll and accept transfer students from all other educational institutions that are approved and recommended by TSU.

13) TSU will issue student transcripts each semester through the TSU (Troy) student records office. Courses will be transferred each semester. Subject to TSU verification and approval student grades for ITS courses may be recorded on the transcripts.

14) ITS guarantees they will provide the necessary faculty to teach all the Associate, Bachelor, and Master 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 ITS is unable to provide the faculty that meet TSU accreditation standards TSU will provide within four (4) weeks
such faculty and ITS guarantees that they will pay TSU for all incidental costs travel (economy), living and the portion of the teaching salary incurred by TSU if Troy State University is required to supply these faculty.

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

16) Appointed lecturers of ITS 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. Faculty teaching TSU courses must follow TSU’s academic policies.

17) ITS will pay all ITS faculty salaries and benefits. The faculty must meet TSU and SACS Accreditation standards. TSU must approve all faculty teaching in the TSU programs.

18) ITS will provide to TSU, upon a written request from TSU, a realistic projection of student enrollment and marketing plans for each program and site.

19) TSU will accept the institutional TOEFL. Undergraduate students must achieve a TOEFL score of 500 (173 computer based). Graduate Admission will require a TOEFL score of 525 (197 computer based).

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

21) The TSU-Representative(s) will monitor the general academic aspects of the program. ITS recognizes that the TSU Vice-Chancellor, University College or Designee is responsible to ensure academic and administrative compliance and retaining budget authority for TSU.

22) 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. ITS, upon approval, will be able to produce joint promotional products that jointly use TSU and ITS name, seal, and/or logo.

23) ITS students may transfer to TSU at any time, according to TSU’s admission criteria, after their first semester at ITS providing they meet TSU entrance criteria. However, it is expected that most transfers will begin after the second or third year at ITS.

24) Troy State University will be the only American University offering programs at the ITS Campuses.

25) TSU will allow the use of the name “Troy State University” with the name Sharjah Campus underneath the TSU name to designate the site. The Sharjah site will be named as Troy State University Sharjah Campus. The Colombo site will be named as Troy State University Colombo Campus.

26) ITS and TSU will operate on a Partnership basis.

27) Any academic program changes will only apply to the incoming group/cohorts of students upon expiry of four months after date of submission to ITS (of written notification stating the proposed changes) and not
the outgoing and continuing group of students, unless specifically required by the Ministry of Education. SACS or the US accreditation agencies.

28) Specific Master Degree Programs will be negotiated on a program-by-program basis. Master Degree Programs will require a specific financial guarantee for each program offered. The financial guarantee(s) will be separate and in addition to the guarantees stipulated for the Associate and Bachelor Degrees.

29) Any changes or additions to this Agreement will be in writing and added as Appendices.

IV. Budget Factors. This section has been removed. Information about the financial arrangement can be obtained by contacting the Vice Chancellor for University College or the Director of International Programs for University College.

V. Additional Provisions

1. Termination
   1.1 If either party breaks the terms and conditions included in this Agreement, this Memorandum of Agreement may be terminated with 30 days notice. All financial obligations resulting from the actions of the party breaking the term and conditions will be immediately due and payable.
   1.2 Both parties may terminate this Agreement by mutual consent. Activities already in process may be completed. Either party shall be reimbursed costs incurred in concluding the work in progress.
   1.3 All funds due either party for the balance of any and all contractual relationships will be immediately due and payable within 30 days upon termination. All costs associated with the termination shall be allowable including all costs or non-cancelable commitments incurred prior to the receipt of the notice of termination, all legal costs, and other costs.
   1.4 ITS or TSU may terminate this Agreement, with immediate effect, if the other party participates in or is a party to illegal activities.
   1.5 In the event of termination both parties agree to carry out commitments to ensure the students enrolled in joint programs have the opportunity to finish and complete the appropriate certificate or degree program within three years.

2. Indemnification
   ITS hereby waives and agrees to indemnify, defend, and hold harmless TSU its trustees, directors, employees, agents, and other associates from any claim arising out of or connected with this Agreement or the activities undertaken under this Agreement, except to the extent that such claim is due to the negligence of TSU or ITS’s failure to comply with the terms of this Agreement. TSU shall promptly notify ITS of any such claim and shall cooperate with ITS in the defense of the claim. TSU likewise hereby waives and agrees to defend and hold harmless ITS, its trustees, directors, employees, agents, and associates from any claim arising out of or connected with this Agreement or the activities undertaken under this Agreement, except to the extent that such claim is due to the negligence of ITS or ITS’s failure to comply with the terms of this Agreement and/or activities undertaken. ITS shall promptly notify TSU of any such claims and shall cooperate with TSU in the defense of such claim.

3. Force Majeure
   No failure or omission by either party to carry out or observe any of the stipulations, conditions or obligations to be performed hereunder shall give rise to any claim against the other party deemed to be in breach of this Agreement if such failure or omission arises from any cause reasonably beyond the control of that party. The term ‘Force Majeure’ shall refer to: (i) acts of God or nature such as earthquakes, typhoons, and floods; (ii) acts of government; and (iii) unusual events such as declared war, strikes, and other.

4. Assignment
10. English

This Agreement is written in English.
Neither party shall assign this Agreement to another without the prior written consent of the other party.

5. Severability
In the event a court of competent jurisdiction holds any provision of this Agreement to be invalid, such holding shall have no effect on the remaining provisions of this Agreement, and they shall continue in full force and effect.

6. Headings
The paragraph headings in this Agreement are for convenience and shall not affect its construction or interpretation.

7. Non Compete
ITS agrees not to offer the same degree programs, as those offered under contract with TSU, by any other American University or College on the same campus or location as TSU.

8. Entire Memorandum of Agreement; Changes
This Memorandum of Agreement represents the Understanding between the parties with respect to its subject matter and supersedes any prior and/or contemporaneous discussions, representations, or agreements, whether written or oral, of the parties regarding this subject matter. Any other activities that are undertaken will be incorporated as "Appendices". Purported amendments or changes shall be of no force or effect unless they are in writing and signed by duly authorized representatives of the parties. Both parties acknowledge having read the terms and conditions set forth in this Memorandum of Agreement, understand all terms and conditions, and agree to be bound thereby.

9. Arbitration
This Agreement is made and entered into under International Arbitration standards. In the event of any dispute, controversy or difference arising under or in connection with this Agreement, the parties hereby agree to submit and finally resolve such dispute through arbitration procedure in accordance with the following procedure:
- It shall take place under the Rules of Arbitration of the International Chamber of Commerce (the "ICC-Rules") in force when the controversy is submitted thereto. The arbitration tribunal shall be composed of three (3) individuals, who shall be appointed in accordance to the ICC-Rules, provided, however, that at least one of the arbitrators is an independent technical expert in the field of university education with direct knowledge of the technical issues to be resolved.
- The arbitration shall be conducted in the city of Paris, France and any award, regardless of the place where the arbitrators deliberate, shall be deemed to be made in such place. The arbitration shall be conducted in the English language. Both parties agree that (i) the obligations and relationships under this Agreement are commercial, (ii) the arbitral award shall be final and binding on the parties, and (iii) that the Convention on Recognition and Enforcement of Foreign Arbitral Awards is applicable. The prevailing party shall be entitled to recover from the other party (as part of the arbitral award or order) its or their reasonable attorney’s fees and other costs directly or indirectly associated with the
11. 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.

12. Notice: Any notice required or permitted hereunder, when reasonably calculated to give actual notice, may
be made:
- by any form of mail addressed to the party to be given notice at their known address and requiring a
  signed receipt; or
- 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. Jack Hawkins, Jr.
Chancellor
Troy State University
Adams Administration Building
Troy, Alabama 36082
USA

Dr. Susan C. Aldridge, Vice Chancellor
University College
Troy State University
Adams Administration Building
Troy, Alabama 36082
USA

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

Dr. E.M.S. Edirisinghe
President
Institute of Technological Studies (ITS)
No.7, Kirimandala Mawatha,
Colombo 5.
Sri Lanka

(THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK.)
Signatures:

Dr. E.M.S. Edirisinghe
President
Institute of Technological Studies (ITS)
No. 7, Kirimandala Mawatha, Colombo
Sri Lanka

Dr. Jack Hawkins, Jr.
Chancellor
Troy State University
Troy
Alabama, USA

Witnesses:

Dr. Samir Odeh
Vice President
Sharjah College
Sharjah
United Arab Emirates

Dr. Susan C Aldridge
Vice Chancellor, University College
Troy State University
Troy
Alabama, USA

Dated this December 28th 2004
SIX POINTS OF
INSTITUTIONAL EFFECTIVENESS
Six Points of Institutional Effectiveness (SPIE)

Name Of Program, Operation, Or Position: B.S.B.A. GENERAL BUSINESS MAJOR

Department/Unit/Office /College: BUSINESS PROGRAMS/SCOB

Location: Troy

Completed By: Wheatley, Merkel, Lovik Date of SPIE: December 3, 2001 [rev. October 2003]

Approved By: T. Matuszek
Chair/Director

Point #1: Purpose Statement

A. All graduates from the General Business program at Troy State University complete a general studies core of courses, a business core of courses, and courses of study in the General Business Major with a selected concentration that provide them with the opportunity to understand and apply relevant subject matter. Graduates will be prepared for careers in the private sector, business-related fields, graduate school, non-profit organizations, and general business activities. In particular, the program is designed and implemented so that students will have the opportunity to (1) know and understand the current theory and practice of business and (2) obtain entry-level employment in the private sector and other business related fields or gain acceptance into graduate school or law school. In addition, students will be encouraged to develop ethical and socially responsible behavioral patterns and encouraged to develop intercultural communication skills.

B. The purpose of the University includes being "dedicated to the preparation of students in a variety of fields in ... business ..." The general studies core meets the University's purpose of providing a "strong liberal arts core ..." The purpose of the General 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 the 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 enable students 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."

Point #2: Objectives

A. General Program Objectives

The B.S.B.A. General Business Major is designed to offer students an opportunity to obtain specific business knowledge and to provide the analytical tools and general
decision-making skills necessary to enable them to prepare for graduate study or obtain entry level positions in business or in not for profit organizations. Therefore

1. to insure that all GB majors have a sound knowledge of all the functional areas of business, students graduating with a Bachelor of Science in Business Administration (B.S.B.A.) degree in General Business will have completed the 45 SHs business administration core (i.e., courses in quantitative methods, management information systems, economics, accounting, legal environment, finance, marketing, and management) as listed in the pertinent Bulletin and will be examined on this core content.

2. to insure that all students have gained knowledge within their selected concentration which will be useful in their chosen careers, students graduating with a B.S.B.A. degree in General Business will have completed the 27 SHs general business courses within their selected concentration as listed in the pertinent catalog and will be examined on the relevant content via a comprehensive final exam in the capstone course taken by all business majors.

B. General Business Knowledge

General Business Program graduates should develop the following knowledge, values, and skills, and be able to apply their knowledge to effectively deal with business-related issues.

1. Knowledge: Students who complete this program should
   a. have an understanding of business practices in tandem with human interfaces on an intercultural basis and how the functional areas of the business curriculum are used in business, industry, and government;
   b. have an understanding of business design techniques;
   c. have an understanding of various methods of representing, organizing, structuring and manipulating business data;
   d. have a working knowledge of accounting, economics, finance, management, marketing, quantitative methods in the business environment.

2. Values: Students who complete the program should have an awareness of
   a. their role as a support resource for business, industry, and government;
   b. the necessity to develop and maintain the most cost effective business-based systems that are responsive to end-user needs;
   c. the existence of human conflict;
   d. ethical and socially responsible patterns of behavior within a business environment;
   e. cultural differences that exist within the heterogeneous global business environment of the 21st century.

3. Skills: Students who complete the program should be able to use the skills listed below at a level consistent with entry-level employment
   a. General skills
      1. Oral and written communication skills
      2. Small group dynamics
      3. Project organization and management
      4. Productivity measurement
      5. Intercultural communication skills
   b. Technical skills
      1. Computer skills
      2. Business structure and manipulation skills
      3. Business design and development skills
c. Interactive financial skills

C. Structure

The B.S.B.A. degree in General Business is a 120 semester hour program that requires students to complete the general studies program consisting of 48 semester hours (SHs), the Business Administration Core (45 SHs), and the General Business Major Core with a selected concentration (27 Hours).

1. Students in the program are required to take the following business administration core courses, earning a "C" or better grade in each, before enrolling in the remaining 3000/4000 courses in the Business Core:
   QM 2241 Business Statistics I (3)
   Prerequisite: MTH 1112 or placement
   QM 2242 Business Statistics II
   Prerequisite: QM 2241
   IS 2241 Business Information Systems (3)
   Prerequisite: IS 2200
   ECO 2251 Principles of Macroeconomics (3)
   ECO 2252 Principles of Microeconomics (3)
   ACT 2291 Principles of Accounting I (3)
   ACT 2292 Principles of Accounting II (3)
   Prerequisite: ACT 2291
   LAW 3321 Legal Environment (3)

   These courses serve as prerequisites to 3000/4000 business administration and management courses.

2. Once the courses in C.1 above are completed, students in the program must then take the following 3000/4000 business administration core courses:
   FIN 3331 Managerial Finance (3)
   Prerequisite: ACT 2292
   MKT 3361 Principles of Marketing (3)
   Prerequisite: QM 2241, ECO 2252, ACT 2292
   MGT 3371 Principles of Management and Organization Behavior (3)
   Prerequisite: ECO 2252, ACT 2292
   MGT 3373 Operations Management (3)
   Prerequisite: QM 2241, MGT 3371
   BAN 3382 Business Communications (3)
   Prerequisite: ENG 1102 or ENG 1104
   BAN 4476 Business Strategy (5)
   Prerequisite: Senior standing plus ACT 2292, FIN 3331, MKT 3361, and MGT 3371

   All students must complete one of the international courses:
   ECO 4451 International Trade (3)
   Prerequisite: ECO 2252
   FIN 4435 International Banking and Finance (3)
   Prerequisite: FIN 3331
   MGT 4478 International Management (3)
   Prerequisite: MGT 3371
   MKT 4468 International Marketing (3)
   Prerequisite: MKT 3361

3. Except where prerequisites are indicated, these courses may be taken in any sequence except Business Strategy BAN 4476, which requires Senior status, and should be placed at or near the end of the program as a capstone course.
4. Students graduating with a B.S.B.A. degree in General Business will have completed the 45 Hours of Business Administration Core (i.e., courses in quantitative methods, information systems, economics, accounting, legal environment, finance, marketing, management, and business law) as listed in the pertinent Bulletin, and will be examined on the content of the Core via the ETS Business II Core Exam.

5. After completing the courses in C.1 and the appropriate prerequisite business courses, students in the program must take the following General Business courses:

   a. **General Business Major-General Concentration**
      
      *Select one upper level course from each of the following areas:*
      
      ACT Accounting (3)
      ECO Economics (3)
      FIN Finance (3)
      MGT Management (3)
      MKT Marketing (3)

      *Select four additional upper level courses from the above areas with no more than two additional courses from any one area.*

   b. **General Business Major-Business Economics Concentration**
      
      *Select one upper level course from each of the following areas:*
      
      MGT (3) Management
      MKT (3) Marketing
      
      *Required:*
      
      ECO 3357 (3) Managerial Economics
      ECO 3358 (3) Microeconomics for Managers
      
      *Select five courses from the following, of which three must be from economics:*
      
      ECO 3353 (3) Money and Banking
      ECO 3354 (3) Labor Economics
      ECO 4451 (3) International Trade
      ECO 4453 (3) Public Finance
      ECO 4455 (3) Comparative Economic Systems
      ECO 4459 (3) Economics Seminar
      FIN 3332 (3) Financial Management
      FIN 3333 (3) Financial Mathematics
      FIN 3334 (3) Financial Statement Analysis
      FIN 4437 (3) Financial Institutions

   c. **General Business Major-International Business Concentration**
      
      *Select one upper level course from each of the following areas:*
      
      ECO Economics (3)
      FIN Finance (3)
      MGT Management (3)
      MKT Marketing (3)
      
      *Required:*
      
      FIN 4435 International Banking and Finance (3)
      ECO 4451 International Trade (3)
      MKT 4468 International Marketing (3)
      POL 3351 International Relations (3)
      POL 3352 International Law (3)

      *Students in this program must complete a foreign language sequence (completion of 6 hours in one modern foreign language) as a part of the*
The General Business program consists of an identifiable sequence of courses leading to the degree. The students graduating with a degree in General Business will have taken 24 SHs, 8 courses, within the Business Administration Core above the elementary level. In addition, the General Business students will have taken 27 SHs, 9 courses, within the selected concentration of the General Business Major at the 3000/4000 level. Therefore, it can be concluded that the program has an adequate number of hours above the elementary level, with appropriate prerequisites. It also can be concluded that the number of hours in the program is sufficient to justify a major in General Business.

7. Degree requirements include:

   a. earning a "C" (2.0 GPA on a 4.0 scale) or better in the following General Studies Program courses: ENG 1101 and 1102 (or 1103 and 1104); and MTH 2201;
   b. earning a "C" (2.0 GPA on a 4.0 scale) or better in all 2200 level courses required in the Business Administration Core and LAW 3321; and,
   c. earning an overall "C" average (2.0 GPA on a 4.0 scale) in both the Business Administration Core and the General Business Major Core courses.

D. Content:
   Required Business Administration Core Courses - 45 Hours
   QM 2241 Business Statistics (3)
   Prerequisite: MTH 1112 or placement
   QM 2242 Business Statistics II (3)
   Prerequisite: QM 2241
   IS 2241 Business Information Systems (3)
   Prerequisite: IS 2200
   ECO 2251 Principles of Macroeconomics (3)
   ECO 2252 Principles of Microeconomics (3)
   ACT 2291 Principles of Accounting I (3)
   ACT 2292 Principles of Accounting II (3)
   Prerequisite: ACT 2291
   LAW 3321 Legal Environment (3)
   FIN 3331 Managerial Finance (3)
   Prerequisite: ACT 2292
   MKT 3361 Principles of Marketing (3)
   Prerequisites: QM 2241, ECO 2252, ACT 2292
   MGT 3371 Principles of Management and Organization Behavior (3)
   Prerequisites: ECO 2252, ACT 2292
   MGT 3373 Operations Management (3)
   Prerequisites: QM 2241, MGT 3371
   BAN 3382 Business Communications (3)
   Prerequisites: ENG 1102 or 1104
   BAN 4476 Business Strategy (3)
   Prerequisites: Senior standing plus ACT 2292, FIN 3331, MKT 3361, and MGT 3371
   All students must complete one of the international courses:
   FIN 4435 International Banking and Finance (3)
   Prerequisite: FIN 3331
MKT 4468 International Marketing (3)
Prerequisite: MKT 3361
ECO 4451 International Trade (3)
Prerequisite: ECO 2252
MGT 4478 International Management (3)
Prerequisite: MGT 3371

1. The two courses in quantitative methods (QM 2241 & 2242) help to provide statistical tools and quantitative methods needed to gain a knowledge and understanding of current theory and practice of business.

2. Business Information Systems (IS 2241) provides insights into computer-based information systems used by organizations and thus provides an understanding of current theory and practice in business.

3. Two courses in Accounting (ACT 2291-2292) provide modern theory and practice of accounting as well as managerial accounting functions used in business environments.

4. Current theory and practice of organizations in the areas of finance, marketing, and the legal framework of business is the reason behind requiring Managerial Finance (FIN 3331), Legal Environment (LAW 3321), and Principles of Marketing (MKT 3361).

5. The requirement of Legal Environment (Law 3321) introduces students to concepts underpinning ethical and socially responsible behavior in a business environment.

6. Requiring two Economics courses (ECO 2251 and 2252) provides the knowledge of economics needed in the business world.

7. At the heart of every organization is a system of information and communication. Business Communications (BAN 3382) is required to show the student how to discriminate, condense, and effectively use information in a business environment.

8. The purpose of the two Management classes (MGT 3371, MGT 3373) is to enable students to gain a knowledge and understanding of current management theories, production practices, and organizational strategies in the world of business. In addition, these courses present the concepts of behaving in an ethical and socially responsible manner in a business environment.

9. The purpose of requiring all business administration students to complete one of the international courses (ECO 4451, FIN 4435, MGT 4478, or MKT 4468) is to introduce them to business knowledge needed to function in today's global economy and marketplace. In addition, these courses provide students with an understanding of the global economic environment within which business firms operate and the necessity of developing intercultural communication skills.

10. BAN 4476 is the capstone course for all business administration majors wherein the students are able to apply the business knowledge acquired in the other core courses in making decisions for efficient business operation.

E. Therefore, completion of the Business Administration core is designed and implemented so that the students have the opportunity to gain an understanding of the subject matter of business that will help prepare students for careers in business and business related fields, not for profit organizations, or to enter graduate school.

Point #3: Expected Results
Upon completion of the General Business program, it is expected that students will be prepared for their initial employment opportunity or for graduate school in that:

A. General Business students enrolled in the spring semester capstone business strategy
course will take the ETS Business II Exam, and, along with all other business students, 75% of the total scores will fall no lower than one standard deviation below the national mean. Additionally, no fewer than 30% of business students will meet or exceed the national mean for the total score.

B. At least 70% of students completing the comprehensive final exam in Business Strategy (BAN 4476) will earn a 'C' grade or better (to measure success in accomplishing objective two in Point 2: A2 above).

C. On the Graduating Senior Questionnaire, 75 percent of the graduating seniors from the General Business program will rank their preparation related to knowledge of subject matter and processes quality better than fair. (to measure the success in accomplishing objective two in Point 2: A2 above).

D. The Alumni Survey of one-year-out students will show that at least 50 percent of the alumni respondents have achieved employment positions connected with their degree program or are attending graduate school one year beyond graduation (to measure the success in accomplishing objective two in Point 2: A2 above).

E. The Alumni Survey of the five-year-out students will show that at least 50 percent of the alumni respondents eligible for salary increases or promotions in rank have achieved these advances within five years of graduation (to measure the success in accomplishing objective two in Point 2: A2 above).

Point #4: Assessment Instruments

A. The General Business program will take performance assessments using the following instruments:
   1. The ETS Business II Exam
   2. The Business Strategy (BAN 4476) comprehensive final exam
   3. The Senior Student Exit Assessment instrument
   4. One-year-out and five-year-out alumni surveys

Point #5: Procedure For Administering Assessment Instruments

A. All assessments will be administered annually. The ETS Business II exam (Point 4: A1 above) and the Business Strategy course final exam (Point 4: A2 above) will be administered and evaluated through BAN 4476 (Business Strategy), the capstone course, for a sampling of business majors each spring term. Note that all business majors in BAN 4476 will complete the comprehensive final exam each term.

B. The pass/fail rate of both the ETS Business II Exam and the comprehensive final exam administered in BAN 4476 will be sent to the Department Chair of Business Programs.

C. All graduating seniors will complete a Graduating Senior Exit Assessment instrument in Business Strategy (BAN 4476) each spring term.

D. Alumni surveys will be sent to one and five-year-out graduates annually by the office of the Dean, Sorrell College of Business.

E. Annually, the results of all these instruments, i.e., the ETS exam, the Business Strategy (BAN 4476) comprehensive final exam, the graduating senior and the alumni surveys will be distributed to the faculty.

Point #6: Statement of Responsibility For Annual Assessment

A. Persons/Positions Designated to Analyze the Results
   1. Dean, College of Business
   2. Assistant Dean, College of Business
   3. Chair, Department of Business Programs
   4. College of Business Faculty, Troy Campus
   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. Assistant Dean, College of Business
3. Chair, Department of Business Programs
4. College of Business Faculty, Troy Campus
5. Program Quality Committee (and other faculty committees when appropriate)

C. Persons Designated to be Responsible for Implementing the Plan for Improvement
1. Dean, College of Business
2. Assistant Dean, College of Business
3. Chair, Department of Business Programs
4. College of Business Faculty, Troy Campus

D. Dates of Implementation of the Plan for Improvement
1. Any review, discussion, and/or plans for implementation should be required if expected results are not achieved will be documented by minutes and placed in the Office of the Dean and the Office of the Assistant Dean.
I) PURPOSE STATEMENT:

It is the goal of the Computer Science Program to prepare students to gain entry-level employment in a computer or computer-related field or to gain acceptance into a graduate school. The curriculum is designed to provide students educational opportunities to attain this goal which encompasses the following:

A. Knowledge. A student should

1. have an understanding of a computer system, basic programming techniques, its human interfaces, and how the computer resources are used in business, industry, and government;

2. have a working knowledge of prominent high level computer programming languages such as COBOL, Pascal, C/C++, ADA, FORTRAN, and RPG-II; have a working knowledge of assembly language programming;

3. have an understanding of structured computer program design techniques;

4. have an understanding of various methods of representing, organizing, structuring and manipulating data;

5. have an understanding of systems analysis, design, and development techniques, using the systems development methodology problem solving approach (life cycle management); have practical experience in applying good systems design and development techniques through real systems development projects;

6. have an understanding of database design and database manipulation through the use of retrieval languages such as SQL, ISQL, DB2 and Oracle;
have an understanding of data communication fundamentals, network design and operation and interactive programming, using the Customer Information Control System (CICS), TCP/IP, HTTP, etc.

8. have an understanding of microcomputer and mainframe operating systems, to include bridging the gap between programmer and hardware through the use of Job Control Language (JCL) and/or operating system application programming interfaces, and an understanding of computer language translators and how to program them.

B. The purpose of the Computer Science 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 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 to its historic role in the preparation of teachers."

"To provide educational programs that enable students 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 meet constituency needs."

II. OBJECTIVES

Structure:

A. The B.S. degree in Computer Science requires students to complete the general studies program (48 SH), the CS major course work (36 SH - 27 SH required and 9 SH elective), and a required option. The minimum required option would be a second minor but students may also select a second major. The student takes enough free electives so the total number of hours is 120.

1. The program requires students to take the following 2000 level CS courses, earning a 'C' or better grade in each.

   IS 2244 Programming Methods (3)
   CS 2248 COBOL (3)
   Prerequisite: IS 2244 or permission of instructor

Also, students must earn a grade of C or better in ENG 1101 & 1102, Composition I & II, or 1103 & 1104, Honors English Composition I & II, and MTH 1112, Pre-Calculus Algebra.

In that these courses serve as prerequisites to 2000/3000/4000 CS courses, they are taken in the sequence listed. Once the required 2000-level CS courses are satisfied with a C or better, students in the program must take the following 3000/4000 CS courses:

   CS 3342 Advanced COBOL (3)
Prerequisite: CS 2248
CS 3345  Functional Characteristics of Digital Computers (3)
          Prerequisite: IS 2244
CS 3346  Information Processing (3)
          Prerequisite: CS 3342
IS 4447  Systems Analysis and Design for Business (3)
CS 4440  Database Processing (3)
          Prerequisite: CS 3342
CS 4445  Data Communications (3)
          Prerequisite: CS 3342
CS 4448  Control Programs (3)
          Prerequisite: CS 3345 & senior status

Students select three of the following 3000 level courses to satisfy their 9 SH electives in
the area.

IS 2241  Business Information Systems (3)
MTH 3315  Mathematical Programming (3)
CS 3343  Programming Languages (3)

Prerequisite: IS 2244
CS 3348  Computer Networking (3)
CS 3358  Advanced C/C++ Programming (3)
          Prerequisite: IS 2244

Except where prerequisites are indicated these courses may be taken in any sequence.

B. The program consists of an identifiable sequence of courses leading to the degree.
The program requires 2 courses (6 SH) at the lower '2000' level, 7 CS/IS courses (21 SH) at the
upper '3000/4000' level required in the core and 3 CS/MTH courses that students may elect from
upper level CS and mathematical programming class. Pre-requisites are appropriate.
Provision is made for electives chosen from disciplines outside of CS/IS by requiring students to
select free elective courses to complete the 120 hour minimum.

C. Content:
2244  Principles of Computers and Programming introduces a student to structured
programming using a high level language; e.g., C/C++. It also introduces the fundamental
parts of a computer and how they work together to allow a human to interface with the
hardware to perform tasks needed in the business, industrial, and governmental
environments.

2248  COBOL introduces students to COBOL programming and program structures. It also
includes the programming of problems.

3342  Advanced COBOL extends the student's knowledge of COBOL. It introduces problems
typically addressed in the business and industrial environment.
Functional Characteristics of Digital Computers provides students with the knowledge of how information is represented, instruction formats, channels, addressing techniques, multiprogramming, job control, and machine and assembler languages along with programming of problems.

Information Processing presents concepts of data format, data structures and representation, access methods, file organization and maintenance, recovery, and search techniques. It also provides students with a survey of JCL, sorting techniques, advanced file problems, and computer usage in solutions.

Database Processing introduces the skills needed to access and retrieve data stored in a database by specialty languages called query languages.

Data Communications provides students with an understanding of the functions of computer communication systems and their relationship with information systems, security considerations, and the effect of centralization on computer facilities.

Systems Analysis and Design for Business includes topics such as integration of problems, systems design, program appraisal, program development, testing, documentation, and implementation of data processing systems.

Control Programs is a study of advanced software techniques, especially focusing on operating systems (e.g., UNIX) to enable a user to design, use and analyze current and future operating system. It presents a more advanced look at assembler language.

Elective Courses:

IS 2241 Business Information Systems provides students with skills in solving problems in business using database management, spreadsheets, and presentation software. It also gives students an Internet look at the role of computer-based information systems within the business organization.

IS 3343 Programming Languages introduces a student to a number of other high level programming languages such as Java, Visual Basic, and web authoring tools.

IS 3348 Computer Networking provides students with a practical study of connecting computers to form networks and distributed systems.

CS 3358 Advanced C enhances the student’s ability to use the powerful C/C++ programming language in advanced problem solving. The course also enhances the student’s to use the software development process known as object oriented programming using C/C++ as the language tool.

MTH 3315 Mathematical Programming serves to introduce the students to the FORTRAN programming language.
III. EXPECTED RESULTS

Upon completion of the Computer Science program, it is expected that students will be prepared for their initial employment opportunity in that:

A. At least 50% of the students will score 60 percent or above on the CS Departmental exit exam.

B. On the graduating senior survey, at least 75% of the graduating seniors from the Computer Science program will rank the quality of education received at least adequate to pursue their career objectives.

C. The alumni survey of recent graduates shall show that at least 75% of respondents indicated that the Computer Science Major prepared them, at least adequately, for a position in their field.

IV. ASSESSMENT INSTRUMENTS:

The Computer Science program will make performance assessments using the following instruments:

A. The CS Exit Exam constructed by faculty.
B. The graduating senior surveys.
C. One-year-out and five-year-out alumni surveys

V. PROCEDURE FOR ADMINISTERING ASSESSMENT INSTRUMENTS:

A. All assessments will be administered each semester. The locally developed exit exam will be administered by the coordinator of the CS program in the Department of Mathematics and Physics.

B. All graduating seniors will complete a graduating senior survey when they file the “Intent to Graduate” form in the Records Office.

C. Alumni surveys will be sent to one and five-year-out graduates annually by OIRPE.

VI. STATEMENT OF THE RESULTS OF THE ASSESSMENT:

A. Persons Designated to Analyze the Results

1. Chair, Department of Mathematics and Physics
2. Dean, College of Arts and Science
3. Coordinator, Computer Science Major

B. Persons Designated to Formulate, if necessary, the Means to Strengthen or Improve the Major

1. Chair, Department of Mathematics and Physics
2. Dean, College of Arts and Science
3. Coordinator, Computer Science Major
C. Persons Designated to be Responsible for Implementing the Plan for Improvement
   1. Chair, Department of Mathematics and Physics
   2. Dean, College of Arts and Science
   3. Coordinator, Computer Science Major
STUDENT COURSE CRITIQUE
NOTE: All survey results for this course will be combined into one summary, which will be distributed to the site Principal/President, TSU University College, and to the Lecturer/Professor AFTER grades are received. Your candid responses are appreciated.

Semester/Academic Year: ____________________________
Course Title: ____________________________________
Course Number: __________________________________
Lecturer/Professor’s Name: _________________________

INFORMATION THAT WILL AID STATISTICAL ANALYSIS

1. What is your degree objective?
   Master: __________________________
   Bachelor: _______________________
   Associate: _____________________

2. How many courses have you taken, including this one?

3. Have you taken courses at another college or university?
   Yes: ____________________________
   No: _____________________________

STUDENT SUPPORT SERVICES

4. In general, do you feel that the College or Institute does a good job of taking care of your academic service needs?
   Yes: ____________________________
   No: _____________________________

5. Text books were available, if applicable, for this subject before the first class?
   Yes: ____________________________
   No: _____________________________

6. Syllabus was available for this subject before the first class?
   Yes: ____________________________
   No: _____________________________

7. This subject was announced far enough in advance to enable you to plan:
   Yes: ____________________________
   No: _____________________________
EVALUATION OF THE LECTURER/PROFESSOR

| Strongly Agree: | SA |
| Agree:          | A  |
| No Opinion:     | N  |
| Disagree:       | D  |
| Strongly Disagree: | SD |

Circle appropriate response.

8. If I had a choice, I would take this Lecturer/Professor again.
   SA   A   N   D   SD

9. The Lecturer/Professor obviously took their obligation to thoroughly prepare for class seriously.
   SA   A   N   D   SD

10. Lecturer/Professor demonstrated knowledge of subject matter.
    SA   A   N   D   SD

11. The Lecturer/Professor presented the subject matter clearly.
    SA   A   N   D   SD

12. The Lecturer/Professor clarified course material when requested.
    SA   A   N   D   SD

13. The Lecturer/Professor graded fairly.
    SA   A   N   D   SD

14. The Lecturer/Professor reported grades to student within a reasonable time.
    SA   A   N   D   SD

15. The Lecturer/Professor showed an interest in student achievement.
    SA   A   N   D   SD
    Comments (more space last page)

16. The amount of work required in this class was what I expected for this course.
    SA   A   N   D   SD
    Comments (more space last page)

17. The Lecturer/Professor encouraged class participation.
    SA   A   N   D   SD

18. The Lecturer/Professor kept appointments with you (answer “N” if not applicable).
    SA   A   N   D   SD

19. The Lecturer/Professor provided satisfactory feedback on written work.
    SA   A   N   D   SD

20. I would say that in this course I handed in this many pages of outside written work:

USE OF EDUCATIONAL SUPPORT FACILITIES & SERVICES
21. This course required me to visit a library, or to use research resources that I could find on the Internet.
   Yes : 
   No : 

22. If you answered YES to Question 21, please respond to the following items:
   a. This course required me to make one or more trips to the library:
      Yes : 
      No : 
   b. This course required me to use an interlibrary loan:
      Yes : 
      No : 
   c. This course required me to use other resources within the library:
      Yes : 
      No : 
   d. For this course, I did on-line research from a PC:
      Yes : 
      No : 
   e. Other: (please specify comments with space available on the last page)

23. I received “library briefing and library assistance” in this class to help me with my research. (This question refers to course-specific information prepared by the librarian as a class handout to identify journals, indices, CD-ROM products or other aids to facilitate student research).
   Yes : ___________________________ (Please go to question 26)
   No : ___________________________ (Please go to question 27)

24. If you received “library briefing and library assistance”, how useful was it to you?
   Very useful: _____
   Somewhat useful: _____
   It was of little or no help to me: _____
   I really did not look at it: _____

25. Did the Librarian give your class a briefing?
   Yes : 
   No : 

26. If the librarian gave a briefing to your class, how useful was it?
   Very useful: _____
   Somewhat useful: _____
   I did not get much out of the briefing: _____
   I missed the briefing and cannot evaluate it: _____

OTHER SUPPORT FACILITIES
27. The College provides classroom space and does room scheduling. Would you say that the classroom used for your course was at least adequate for educational purposes?
   Yes : __________________
   No : __________________
   If No, please briefly explain your answer with space available on last page.

28. Some courses should incorporate statistical software, spreadsheets, or computer simulations into instruction. The fact that your course may not have done so is not necessarily a negative reflection on the instructor, since not all courses lend themselves to these types of computer applications. This said, please indicate which statement best describes your course. Note that the statements are not concerned with word processing:
   Instructor required extensive use of statistical software, spreadsheets, or simulations: _____
   Instructor required some use of these applications but not a lot: _____
   Instructor required little or no use of these applications: _____

29. This question concerns the College Computer Lab(s). Did you use the Lab for any reason this term, whether for this course or not, word processing or otherwise?
   Yes : __________________ (Please answer questions 32 - 34)
   No : __________________ (Please go to the questions on weekend format, question 35, if yours was a weekend class. Otherwise, please use last page for additional comments).

30. If you used the College Computer Lab(s), what was your level of use?
   I used their computers frequently: _____
   I used their computers sometimes but not a lot: _____
   I used their computers only once or a few times: _____

31. The computer hardware/software that you used appeared to be in working order:
   Yes : __________________
   No : __________________

32. The printer that you used was functioning and supplied with paper:
   Yes : __________________
   No : __________________

ADDITIONAL QUESTIONS FOR WEEKEND STUDENTS (Reply Only If The Course Was Conducted On Weekends)

33. How many weekends did this course run? _____

34. How many courses have you taken on a weekend basis? _____

35. In general, would you say that the weekend format allowed you to achieve a level of competence in this course that is comparable to what you could have achieved under a more traditional course format?
   Yes : __________________
   No : __________________

36. Do you feel that this course covered less material than if it had been offered on a more traditional format?
37. Do you feel that the weekend format is so intensive that it has adversely affected your ability to retain what you learned in this course?
   Yes : __________________________
   No : __________________________

38. How would you describe your Lecturer/Professor's teaching style?
   Reliance entirely on lecture: _____
   Lecture, with highly structured opportunities for class or group discussion: _____
   Teaching primarily through class presentation or roundtable discussion: _____

THANK YOU FOR COMPLETING THIS SURVEY, PLEASE ADD ANY ADDITION COMMENTS THAT YOU WOULD LIKE TO MAKE.
* Please refer to the question number your comment is coming from, if any.
Graduating Student Questionnaire
The purpose of this survey is to obtain graduating student opinions of the undergraduate or graduate programs within University College of Troy University. Your responses will be combined with the responses of other graduating students to help determine strategic plans for the future of degree programs at Troy. These plans will provide academic and administrative guidelines to ensure that State graduates are adequately prepared to advance their civilian and/or military careers. Please answer the following questions in an honest straightforward manner. Your response will be held in strictest confidence. Thank you.

Classification

1. A. Which degree program(s) will you be completing at Troy University?

B. Campus Location (City/State/Country)?

C. Year Graduating?

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. Government Financial Support
G. Other, please specify

3. What was the main reason for selecting Troy University for my degree program?

A. Quality of the Academic Program
B. Relatively low tuition
C. Career Enhancement
D. Earnings Opportunity

4. My level of satisfaction with my selected Troy University degree program is:

A. Extremely High
B. High
C. Neutral
D. Low
E. Extremely Low

Comments:

Academics
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. 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

7. Troy 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: ________________________________

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

A. Knowledgeable
B. Well Prepared
C. Timely in returning graded assignments
D. Learning Stimulators
E. Good Communicators
F. Fair in Grading
G. Enthusiastic
H. Available for Counseling
I. Consistent in keeping Classes for the scheduled time
J. Prompt for classes

A 1  Yes No No Opinion
B 2  Yes No No Opinion
C 3  Yes No No Opinion
D 4  Yes No No Opinion
E 5  Yes No No Opinion
F 6  Yes No No Opinion
G 7  Yes No No Opinion
H 8  Yes No No Opinion
I 9  Yes No No Opinion
J 10 Yes No No Opinion

Comments: __________________________________________________________________________

________________________________________________________________________________

58
9. Library reference materials were available for my research assignments.

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

Comments:__________________________________________________________________________

10. Computers and computer software, beyond word processing, were incorporated into at least one TROY course in my degree program.

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

Comments:__________________________________________________________________________

11. Considering my total education at TROY, I feel that I have been adequately prepared to achieve my personal and professional goals?

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

Comments:__________________________________________________________________________

12. What improvements in your chosen TROY degree program would you suggest?

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________
Non-academic

13. The following TROY services were responsive to my education needs in a professional manner:

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

Comments: ____________________________________________________________

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

Comments: ____________________________________________________________

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

Comments: ____________________________________________________________

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

60
14. 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 Employed
   _____6. Military
   _____7. Other, Please Specify

15. What is your age?

   _____A. 18-29
   _____B. 30-39
   _____C. 40-49
   _____D. 50-59
   _____E. 60 or above

16. Are you:

   _____A. Male
   _____B. Female

17. Your Ethnicity:

   _____A. Asian
   _____B. Native American
   _____C. Hispanic
   _____D. Afro-American
   _____E. Caucasian
   _____F. Mixed Ethnicity

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

   _____A. Under $15,000 - $29,999
   _____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
FACULTY ROSTER
(All listed faculty members are full-time faculty at our partnership institution- Institute of Technological Studies)
<table>
<thead>
<tr>
<th>Name</th>
<th>Most Advanced Degree and Discipline</th>
<th>TROY COURSES TO TEACH:</th>
<th>Other Qualifications or Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Dr. A. Farooq Khan</td>
<td>- D. B. A., Business Adm., Aston University, Birmingham, UK, 1976</td>
<td>BAN 4476</td>
<td>PGDCA, Computer Software System</td>
</tr>
<tr>
<td>Full-Time with ITS</td>
<td>- Ph. D., Management, Aligarh University, India, 1980</td>
<td>MGT 3375</td>
<td>Hyderabad, India, 1997</td>
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<tr>
<td></td>
<td>- M. S., Business Adm., Aston University, Birmingham, UK, 1977</td>
<td>MGT 4472</td>
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<td>- M. Com., Business Adm., Aligarh University, India, 1967</td>
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<td></td>
<td>- B. Com. Commerce, Aligarh University, India, 1965</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2- Dr. Mohammed Jahangir Ali</td>
<td>- Ph. D., Finance, 1997 Nagpur University, Nagpur, India</td>
<td>FIN 3331</td>
<td></td>
</tr>
<tr>
<td>Full-Time with ITS</td>
<td>- M. Phil., Accounting, Nagpur University, Nagpur, India, 1992</td>
<td>FIN 4437</td>
<td></td>
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<td></td>
<td>- M. Com., Finance, Osmania University, Hyderabad, India, 1990</td>
<td>FIN 4435</td>
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<td>- M. Com., Accounting, Osmania University, Hyderabad, India, 1982</td>
<td>FIN 4431</td>
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<td></td>
<td>B. Com., Accounting, Osmania University, Hyderabad, India, 1977</td>
<td></td>
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</tr>
<tr>
<td>3- Mr. Yasser S. Khalil</td>
<td>- Ph.D., Business Administration (Approximately 4 Months Until Review)</td>
<td>MGT 3371</td>
<td>Taught the following courses:</td>
</tr>
<tr>
<td>Full-Time with ITS</td>
<td>- Masters of Business Administration, 1998, Hartford University, USA</td>
<td>MGT 4471</td>
<td>Business Plan Development, Middlesex County College, New Jersey,</td>
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<td></td>
<td></td>
<td>MGT 4480</td>
<td>Small Business Development and Operations,</td>
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<td></td>
<td>Middlesex County College, New Jersey, USA, Sep 99, Dec 99</td>
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<td></td>
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<td></td>
<td>Advanced Web Applications: Design And Implementation, Hartford</td>
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<td>University, Minnesota, USA, June 99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to Java Programming, Hartford University, June 1998</td>
</tr>
<tr>
<td>4- Dr. R. Ruskin</td>
<td>Ph.D.- Marketing, Agra University, India, 1983</td>
<td>MKT 4464</td>
<td>Area of Specialization and subjects being handled:</td>
</tr>
<tr>
<td>Full-Time with ITS</td>
<td>- M. Com., Agra University, India, 1979</td>
<td>MKT 4461</td>
<td>Business Administration Management ( for M. Com students- India)</td>
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<td></td>
<td></td>
<td>MKT 4469</td>
<td>Marketing ( For M. Phil Scholars- India)</td>
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<td></td>
<td>MKT 3361</td>
<td>Sales and Advertising ( For M. Phil Scholars- India)</td>
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<td></td>
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<td></td>
<td>Business Policy and Human Resources Management</td>
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<tr>
<td>Name</td>
<td>Degree Details</td>
<td>Courses Taught at Other Institutions</td>
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<tr>
<td>5- Dr. Sami Sidky</td>
<td>Ph.D., Accounting Information Systems, Ain Shams University, Cairo, Egypt, 1977</td>
<td>- Postgraduate Certificate of Education (PGCE), Glasgow University / Faculty of Education 2001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M.A. Accounting, Ain Shams University, Cairo, Egypt, 1971</td>
<td>- Human Resources Management</td>
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<tr>
<td></td>
<td>M.Sc., College of Industrial Management, Georgia Institute of Technology, USA, 1975</td>
<td>- Organizational Behavior</td>
<td></td>
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<tr>
<td></td>
<td>B.Com., Accounting Major, Ain Shams University, Cairo, Egypt, 1967</td>
<td>- Micro Economics</td>
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<td></td>
<td></td>
<td>- Macro Economics</td>
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<td>- Money, Banking and Finance</td>
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<td></td>
<td></td>
<td>- International Business Economics</td>
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<tr>
<td>6- Dr. Hani Mohammed Salih</td>
<td>Ph.D. in Law “International Trade Law”, Glasgow University, Faculty of Law, UK, 1994</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdurrahim</td>
<td>- Bachelor of Law (LL.B- “Hons”), Baghdad University, Faculty of Law, Iraq, 1980</td>
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<tr>
<td>7- Dr Halima Sadia Rizvi</td>
<td>Ph.D. Economics, Goa University, India, 1998</td>
<td>- Courses taught at other institutions:</td>
<td></td>
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<tr>
<td></td>
<td>- Master of Arts in Economics, Bangalore University, India, 1987</td>
<td>- Human Resources Management</td>
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<td></td>
<td>- Bachelor of Arts – Economics, Bangalore University, India, 1985</td>
<td>- Organizational Behavior</td>
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<td>- Micro Economics</td>
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<td></td>
<td>- International Business Economics</td>
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<tr>
<td>8- Dr. Dias Mallikarachchi</td>
<td>Ph.D., Chemistry, University of Illinois, Chicago, USA, 1986</td>
<td></td>
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<tr>
<td></td>
<td>- M.Sc., Analytical Chemistry, University of Colombo, Sri Lanka, 1979</td>
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<td>- B.Sc., Chemistry, University of Ceylon, Peradeniya, Sri Lanka, 1979</td>
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<tr>
<td>9- Ms. Violet Augustine</td>
<td>M.A. English Language &amp; Literature, University of Calicut, Keral, India - 2080</td>
<td>- Dip. in Journalism, Macmillan, Bangalore - 1982</td>
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<tr>
<td></td>
<td></td>
<td>- English Language Teaching (in service course)</td>
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<td></td>
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<td>- Language Institute Hyderabad - 1985-96</td>
<td></td>
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<tr>
<td>10- Dr. Tawfik Saeed Tawfik</td>
<td>Ph.D., (Computer Science) University College of North Wales, UK, 1987</td>
<td></td>
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<tr>
<td>Zeki</td>
<td>- B.Sc., Al-Mustansiriya University, Baghdad, Iraq, 1976</td>
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<td>- Diploma, Cardiff University, UK, 1981</td>
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<tr>
<td>11- Dr. Mohamed Afifi</td>
<td>Ph. D (Computer Science), Institute of Mathematics &amp; Computer Science of Sindh, Jamshoro, Pakistan 2001</td>
<td>- Courses taught at other institutions:</td>
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<td></td>
<td>- Bachelor of Electrical Engineering, NED University of Engineering and Technology, Karachi, Pakistan 1994</td>
<td>- Management Information System</td>
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<td>- Data structures</td>
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<td>- Operating Systems</td>
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<td>- Computer Graphics</td>
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<td>- Networking Security</td>
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<td>12- Dr. P. Jayaprakah</td>
<td>Ph.D. (Computer Science), Cochin University of Science &amp; Technology, Cochin, India, 1999</td>
<td>- Courses Taught at Other institutions:</td>
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<tr>
<td>Full-Time with ITS</td>
<td>- M.Tech. (Computer Science), Cochin University of Science &amp; Technology, Cochin, India, 1988</td>
<td>- Programming Languages</td>
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<td>- Operating System</td>
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<td>- Systems Analysis &amp; Design</td>
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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 year __________________________

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% 0 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:
FACULTY SURVEY
FACULTY SURVEY

Thank you in advance for taking the time to complete this survey. The results will help TROY 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 TROY 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 TROY representative for classroom and/or building.
   ____ Each session I was met by a TROY 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:

International Programs,
University College
Troy University
Adams Administration Building
Troy, AL 36082
Phone: 334-670-3616 Fax: 334-670-3770
<table>
<thead>
<tr>
<th>Business</th>
<th>Education / Psychology</th>
<th>Humanities</th>
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<tbody>
<tr>
<td>Science / Medical</td>
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<td>Sports Medicine / Athletic Training</td>
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<td>International Business</td>
<td>Small Business Resources</td>
<td>Children's Literature</td>
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<td>TSU Distance Education</td>
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<td>General Resources</td>
<td>Reference Shelf</td>
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<tr>
<td>TSU Faculty Web Pages</td>
<td>Government Information</td>
<td>Citation and Style Manuals</td>
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<tr>
<td>Library Catalogs</td>
<td>Newspapers</td>
<td>Internet Tutorials</td>
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**TSU Troy Library**  **TSU Libraries**  **Troy State University**
Business Internet Links

Accounting  Computer Science  Economics  Management
Marketing  International Business  Small Business Resources

Accounting

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

  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](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](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.

  Computer and information science resources and links.

- Online Dictionary of Computing
Dictionary of computer and technology terminology.

- **TechTV** ([http://www.techtv.com](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**

- **CompaniesOnline3** ([http://www.companiesonline.com/](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/](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](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/](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/](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](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**
Includes Association information and publications information plus an electronic newsletter, *Trend Watch*.

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

**Marketing**

- **BigBook**  
  [http://www.bigbook.com](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/](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."

  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.html](http://lcweb2.loc.gov/frd/cs/cshome.html))
  "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 a particular foreign country, 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 for holdings."

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

  "The U.S. Commercial Service offers valuable assistance to help your business 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 links to sources of international business information. These include links to full-text files in English, statistical tables, and graphs on topics related to international business available on gophersites and websites. VIBES does not include telnet sites, fee-based services, or business directories."
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.
Troy State University Library
Troy Campus

Library Catalogs

TSU Libraries Catalog
(http://tsulib.troyst.edu/)
Services, books, and other materials in the
Troy State University Library

World Catalog
Books and other materials in libraries worldwide

Auburn University Libraries
(http://www.lib.auburn.edu/)
Books and other materials

Library Servers via WWW (Libweb)
(http://sunsite.berkeley.edu/Libweb)
U.S. academic, public, national, state, regional, special, and school libraries worldwide.

Troy Public Library
(http://publiclibrary.troy.al.us:81/)
Books and other materials in the Troy Public Library

Alabama Public Library Service Catalog
(http://sirsi.apls.state.al.us/)
Books and other materials

University of Alabama Libraries
(http://www.lib.ua.edu)
Books and other materials
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/ncsc/) 
  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)
  Biographical sketches of 15,000 prominent figures past and present.

- **Quotations Home Page**
  (http://www.geocities.com/athens/acropolis/2012/quote.html)
  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)
  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)
  Free consumer advice, prices, ratings and safety information.

- **Kelley Blue Book** (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)
  Addresses, phone, fax and e-mail for nearly 100 university and academic publishers.
POSITION DESCRIPTION
FOR
SITE COORDINATOR
Program Coordinator Job Description

Responsibilities in General

The coordinator is the designated TROY 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.

Specific Duties

Student Services-Academic

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

Course Management

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

Financial Management

Ensure timely transfer of funds to TROY main campus.
Prepare revenue reports.
Maintain a budget ledger cumulating expense by line item.
Maintain accurate ledger of student accounts receivable.
Office Management

Maintain mail/fax log.
Collect data necessary for institutional effectiveness or required by external agencies (summarize course critiques, student exit surveys, comp exam pass rates, etc.)
Copy needed materials (syllabi, exams, course readings, etc.)

Logistical Duties

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

Other Duties as Necessary

Qualifications

Master’s degree from regionally accredited institutions preferred. Ability to work in a dynamic environment, consisting of students, faculty, university personnel, and other TROY staff. Some administrative/supervisory experience, particularly in an 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
ANNUAL SITE BUDGET
<table>
<thead>
<tr>
<th>Budget-Sharjah</th>
<th>2005-2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>340,000</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty Salary</td>
<td>110,000</td>
</tr>
<tr>
<td>Administrative Salary</td>
<td>75,000</td>
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<tr>
<td>Library Resources</td>
<td>3,000</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>33,000</td>
</tr>
<tr>
<td>Postage/Shipping/Telephone</td>
<td>4,000</td>
</tr>
<tr>
<td>Marketing/Advertising</td>
<td>20,000</td>
</tr>
<tr>
<td>Rent &amp; Utilities</td>
<td>20,000</td>
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<tr>
<td>Official Entertainment</td>
<td>1,400</td>
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<tr>
<td>License/Taxes</td>
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</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>268,000</td>
</tr>
<tr>
<td>Indirect Expenses (15%)</td>
<td>40,245</td>
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<tr>
<td>Contingencies(5%)(6054)</td>
<td>13,400</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>321,645</td>
</tr>
</tbody>
</table>