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University of Central Florida 1985 self study Southern Association of Colleges and Schools : Management Institute of the College of Business Administration self study report

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MANAGEMENT INSTITUTE SELF STUDY REPORT
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

1. Philosophy

1.1 Role in the University and the Community

The Management Institute of the College of Business Administration provides seminars, workshops, and conferences on a variety of business and management related topics. The Institute is designed to support a firm's or organization's needs relating to every aspect of the business community. This support may be in the form of short, intense seminars presented on-site or on-campus; special topic seminars prepared for special needs; or specially scheduled workshops and seminars. Excellence in programming and individual attention are key objectives of the Institute.

Thus, the Management Institute performs external service functions to the community,

1.2 Evaluation and Projections

The needs of the community for Management Institute programs are primarily in the areas of management and business administration topics. These needs are met in a satisfactory manner given the market response to the programs. Efforts made in the next decade to continue to improve the Management Institute's ability to meet the demands include additional information systems topics and other technology driven issues as well as a broadening of the scope of the topics of the programs.

2. Organization

2.1 Duties and Staffing

The Management Institute functions with a Director of the Management Institute, a secretary, and student assistants. The primary way of improving effectiveness and efficiency over the next decade include increased efforts for contract programs, additional automation of the accounting function, etc. as well as the development of a data base mailing list.

Present staffing is adequate and future staffing will be added as the volume of activity of the Institute increased. The operations of the Management Institute are paid either from College of Business Administration funds, College of Extended Studies funds, or the proceeds of programs. Employment criteria are determined by the particular position in compliance with all appropriate employment practices of the University.

2.2 Projections

The planning and organizational considerations are discussed jointly with the Director of the Management Institute, the Dean of the College of Business Administration, the Dean of the College of Extended Studies, and the Management Institute Advisory committee. An anticipated organizational change that will aid meeting goals over the next decade include the employment of a full time director of the Management Institute devoted exclusively to Management Institute marketing activities.

3. Financial Resources

3.1 Funding

The sources of funding for the Management Institute are primarily revenues derived from programs; although at the present certain funding is coming from the College of Business Administration and from the College of Extended Studies. The Institute functions under the accounting controls of the University as directed by the State. Budgets are prepared in the Management Institute and approved by the Dean of the College of Business Administration and/or the College of Extended Studies.

3.2 Equipment

Equipment is paid for by the proceeds from particular programs and/or generalized equipment is purchased via the surplus of the Management Institute. Purchases are fully utilized after purchase.

4. Personnel

4.1 Recruitment, Selection and Salaries

The personnel are recruited and selections made in compliance with standard operating procedure of the University. Criteria are developed at the appropriate time by the committee. Salaries are determined based on the rate schedule made available by the State and are inadequate.

Compensation for faculty presentations is governed by market forces.

4.2 Security, Working Conditions and Projections

At the present time the office space is marginally adequate. However, as additional programs are conducted, space will become relatively inadequate.

5. Physical Facilities

5.1 Office and clerical space, research areas, and special purpose facilities will be expanded as necessary based on the amount of business and particular strategies adopted by the Management Institute and the College of Business Administration.

5.2 Provisions

The Management Institute provides input for planning new facilities through the Dean of the College of Business Administration.

6. Computers

6.1 Impact and Needs

The use of computers is important to the Management Institute and will become increasingly important in the near future. At present, relatively few activities are taking place involving the computer; but additional seminars will be made available in the future. Future needs in five to ten years would indicate that a dedicated time and/or a dedicated room would be necessary to provide programs regarding computers information systems and other technological items.