MIS

Master’s Degree in Management Information Systems Program Handbook

UNIVERSITY of ILLINOIS at SPRINGFIELD
Department of Management
Information Systems

Graduate Student's Handbook
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I. INTRODUCTION

Welcome to the Master of Science degree program in Management Information Systems (MIS) at the University of Illinois at Springfield. The main purpose of this handbook is to provide you with some essential information as you begin your study in the department of MIS. We strongly recommend that you read this handbook carefully, and also keep in touch with your academic adviser for any additional information or any changes that may occur to the requirements specified in this document.

Specifically, the MIS curriculum is designed: (1) to provide students with the analytical and creative framework and methodology necessary to analyze, design, implement, and manage complex computer and telecommunication based information systems in contemporary organizational structures; (2) to demonstrate the principles necessary for understanding basic computer and communication hardware and software systems and packages to ensure the data quality, transmission, processing, and storage necessary to facilitate organizational decision-making and general operations; and (3) to provide high-level competencies in applying systems analysis and design strategies and techniques in marketplace environments and government and not-for-profit agencies.

You have three options for obtaining your degree:

1. You may take your coursework via traditional classes on-campus.
2. You may take your coursework over the Internet.
3. You may combine online classes with traditional on-campus classes.

Information Systems (IS) technology is continuously changing. Along with these changes, organizations will face challenging opportunities and potential problems. We strongly suggest that you read the "Occupational demand in MIS" section of this document to find career opportunities which match your interests. The MIS faculty is always willing to discuss your academic and career interests with you. If you would like to arrange a meeting, call the MIS program secretary at (217) 206-6067 or e-mail: esmoc1@uis.edu who will put you in touch with an MIS program faculty member.

II. ADMISSION TO THE MASTER'S DEGREE PROGRAM

This section provides an overview of the Program's admissions procedures. For your official admissions requirements, see the UIS Graduate Catalog for the year in which you were admitted. The online catalog may be viewed at: http://www.uis.edu/UIScatalog/index.html

A. Application Forms:

To get a graduate admission form, you may contact: Admissions Office, UHB-1080, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407, or call (217) 206-6626 or toll free (800) 252-8533. You may also apply online, or download an application that you can return via postal mail at the following site: http://www.uis.edu/admissions/apply.html

You also need to contact each college or university that you attended, either as a graduate or as an undergraduate student, and ask them to send the UIS admissions office an official transcript of your work. Students applying for admission to the MIS department are expected to submit a Graduate Management Admissions Test (GMAT) score or a Graduate Record Exam (GRE) score. The test requirement is waived for students having an undergraduate GPA greater than 3.0 (on a 4.0 scale) or for students who hold a completed graduate-level degree from an accredited U.S. university. Other students having at least five years of significant, professional experience in the MIS field may petition to waive the GMAT/GRE score. TOEFL for international students is also required. You may find information about both of
these tests on the Internet (http://www.mba.com Phone 1-800-462-8669 and http://www.gre.org) Phone 1-609-771-7670.

The admissions office will also send you applications for various types of graduate assistantships and financial aid.

The admissions office will send your completed application forms and a copy of your transcripts to the Department of MIS for evaluation and prerequisite determination. You will receive a letter from the department indicating any prerequisite(s) you may need to take, as well as the name of your initial adviser. You may change your adviser at any time, if you so desire, by completing a change of adviser form and submitting it to the admissions office.

B. Conditional and Full Admission Status:

All students are initially admitted conditionally until they fulfill the following requirements: 1) completion of all the prerequisites for the master's degree in MIS, and 2) a minimum B average (3.0) in MIS 502, MIS 513, and MIS 523 or MIS 531. After you complete these requirements, you will receive full admission status.

III. ADVISING

Academic advising is one of the major functions of the MIS faculty at UIS. Academic advising begins on your admission to the program and continues until you graduate. A significant part of the academic advising deals with curriculum planning and making sure you take the required and elective courses in an appropriate sequence. Your academic adviser also can help you in the selection of a graduate project topic, which is consistent with your interests and your long-term career goals. Note that your academic adviser and your graduate project/thesis supervisor could be two different faculty members.

A. Assigning and Changing Advisers

The Notice of Admission, which you receive from the UIS admissions office, lists the name of your academic adviser. The MIS department makes this initial selection for you. Note that you may indicate your preference for a specific faculty adviser from the beginning. After you get to know the MIS faculty, you may change your academic adviser if you so desire. This is not regarded negatively by anyone, and it is easy to do. You simply need to pick up a Change of Adviser form from the admissions office or the MIS department, fill it out, have it signed by your new adviser, and submit it to the admissions office.

B. Degree Planning

In addition to working hard and smart during your first semester at UIS, you need to spend some time working closely with your academic adviser to plan for your degree completion. Your adviser will be able to provide you with a tentative list of course offerings about a year in advance. You need to make sure you complete all your prerequisites as early as possible. It is strongly advised that you complete your prerequisite(s) if any before taking courses in your degree requirements. Your adviser will be able to inform you of a list of elective courses available to choose from. If you are transferring credit from another institution or another program, or if you are interested in asking the MIS program to consider waiving any course in the degree requirements, the first semester is the best time to process all of the necessary paperwork.

You should arrange to meet with your adviser before each registration, in particular the first time registration. You should maintain contact with your adviser throughout your academic study. Before your final semester of study, you need to meet with your adviser to ensure that all graduation requirements are met. See the Academic Standards section in the graduate catalog for more details of grading, incompletes, and academic probation.

IV. MASTER'S DEGREE REQUIREMENTS
The UIS catalog provides the complete requirements for the M.S. degree in MIS. The following summary of the current UIS catalog is provided as a convenience for you.

To receive an M.S. in Management Information Systems, students must complete 36 credit hours of approved coursework (generally 12 courses of 3 credits each). These 36 hours do not include prerequisites that may be required in some cases.

A. Prerequisites

The prerequisites are two semesters of accounting, or ACC 311 Administrative Uses of Accounting Information; one semester of production/operations management (such as BUS 322 Operations Management); one semester of statistics (such as MAT 121 Applied Statistics); one semester of college algebra or mathematics, or the equivalent; and competency in a structured high-level programming language such as Java, C++, Visual Basic, COBOL, C, Fortran, etc. either through course work or practical experience.

All students applying for admission to the MIS department are expected to submit a Graduate Management Aptitude Test (GMAT) score or a Graduate Record Exam (GRE) score. The test requirement is waived for students having an undergraduate GPA greater than 3.0 (on a 4.0 scale) or for students who hold a completed graduate-level degree from an accredited U.S. university. Other students having at least five years of significant, professional experience in the MIS field may petition to waive the GMAT/GRE score. Students may take their required prerequisite courses while they are waiting to submit either of these test scores.

The course prerequisites must be strictly followed, otherwise graduate credit hours may not be granted for courses which have unmet prerequisites.

B. Communication Skills

The ability to communicate is central to the MIS expert, and students should expect that writing and speaking skills will be an essential requirement in all MIS courses. Entering students are required to pass a diagnostic writing examination administered by the Center for Teaching and Learning. Students with deficiencies in writing may be required to take ENG 375 Expository Writing.

C. Degree Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MIS 502</td>
<td>Technical Foundations of Information Systems</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 513</td>
<td>Management Information Systems</td>
<td>3 Hrs.</td>
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<tr>
<td>MIS 523</td>
<td>Managerial Decision Support Systems or</td>
<td></td>
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<tr>
<td>MIS 531</td>
<td>Strategic Decision Support Systems</td>
<td>3 Hrs.</td>
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<tr>
<td>MIS 542</td>
<td>Management of Database Systems</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 552</td>
<td>Systems Analysis and Design</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 564</td>
<td>Telecommunications</td>
<td>3 Hrs.</td>
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<tr>
<td>MIS 568</td>
<td>Enterprise Models</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 573</td>
<td>Project Management</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>One approved non-MIS elective</td>
<td></td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>One approved course in organizational dynamics, such as MIS 575, BUS 541 or PAD 502*</td>
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<tr>
<td>MIS 583</td>
<td>Graduate Project and Seminar or</td>
<td></td>
</tr>
<tr>
<td>MIS 584</td>
<td>Capstone</td>
<td>3 Hrs.</td>
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<tr>
<td><strong>One approved MIS elective or</strong></td>
<td></td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 585</td>
<td>MIS Thesis and Seminar</td>
<td>6 Hrs.</td>
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<td>Total</td>
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<td>36 Hrs.</td>
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*Students must take MIS 552 before MIS 542.
**Those who write a thesis are not required to complete the MIS elective.
Approved MIS Electives

MIS 561  Competitive Information Systems
MIS 576*  Data Warehousing
MIS 571*  Electronic Commerce - Business Uses of the Internet

*This course can be taken both as MIS elective or Non-MIS elective

Approved Non-MIS Electives

1. Recommended for students with non-business undergraduate major:

   BUS 502 - Managerial Finance
   BUS 512 - Marketing Management
   BUS 521 - Research Methods
   COM 545 - Interactive/Multimedia Technology

2. Recommended for students with business undergraduate major:

   CSC 577 - Software Testing & Reliability
   CSC 578 - Software Engineering
   CSC 582 - Design & Evaluation of User Interfaces
   CSC 583 - Network Programming

Students who have equivalent experience in all but MIS 583 or MIS 585 may substitute an approved elective but must complete 36 hours for the degree.

D. Grading Policy

MIS program majors must maintain a 3.00 grade-point average in all MIS degree requirements. Two successive semesters of probation may lead to a one-year suspension. One C in an MIS course is acceptable.

An MIS master's degree candidate may not take any of the 36 semester hours required for the degree on a credit/no credit or pass/fail basis. To pass the closure courses a student must have a grade of B (3.0) or higher. B minus or lower is not acceptable.

E. Closure Requirement

All MIS graduates must complete MIS 583 Graduate Project and Seminar (three hours) or MIS 584 Capstone (three hours) or MIS 585 MIS Thesis and Seminar (six hours). The nature of the project is contingent on the individual's career goals and may or may not include a practicum experience. Projects may involve, for example, design/analysis of an information system for an existing organizational need; development of one or more databases for a potential organizational need; analysis of managerial needs or uses for information that is accessible in an existing database; or analysis, design, security and management of networks.

Students who opt for the project or thesis must register for either MIS 583 or MIS 585. If the project/thesis is not complete during these initial three or six hours, students must register for one hour of MIS 586/587, on an audit basis, for each semester the project/thesis remains incomplete. UIS policy precludes students who are not registered from using campus resources. If a leave of absence is requested and approved, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester.

Appendix A of this handbook describes the various stages of the graduation project and thesis requirements. Copies of appropriate forms for project or thesis completion are included. Students are encouraged to read Appendix A very
carefully and consult with their academic adviser if they have additional questions about the project or thesis requirements.

F. Transfer Credits

You may be able to transfer up to 12 semester hours (@ 3 credit hours per course) of recent graduate level work completed at other accredited institutions. Only courses that have been approved by the UIS admissions office may be transferred. The MIS program committee has to approve any transfer credit, and you need to have received a grade of B or better for the course to be transferable. In addition, you can only request transfer for credit earned within the past three years.

G. Waivers

If you have previously earned academic credit for one or more of the courses you need to complete your master's degree in MIS, you may request a waiver for those courses. This must be done in writing using a Student Petition form. If you have not counted those hours toward another degree, and if they are acceptable for transfer, you may transfer those hours as described above. If you have counted those credit hours toward another degree program, you may request a waiver. If the program committee grants a waiver, you will not be required to take those courses at UIS; however, you will have to take other courses so that you fulfill the 36 credit hours required to complete the master's degree.

H. MS in MIS Online

The Management Information Systems (MIS) Department at the University of Illinois at Springfield offers their highly successful Master of Science Degree online. The online option is particularly well suited for those whose work and family obligations make it difficult to attend classes on a regular basis.

The online courses are identical in content with the on-campus courses and are taught by same prestigious faculty. MIS majors can combine online and on-campus courses to fulfill their degree requirements. More information can be found at http://misonline.uis.edu/.

V. ACTIVITIES

A wide range of academic and professional activities is available for interested individuals. Following is a brief description of activities that are available through the MIS department. A much broader set of activities are available on campus, and interested individuals should contact student affairs for more information.

A. UIS Chapter of AIS Association

The MIS department has established the UIS Chapter of the Associating for Information Systems. AIS (www.aisnet.org) is the primer Association for Information Systems professionals.

The MIS Department will sponsor (will pay your membership fee for maximum of two years) for all MIS majors who are interested in joining this chapter.

By joining this professional chapter, you will:

* Gain a competitive advantage to succeed within the IS field

* Gain world-wide recognition thru competition and award programs

* Network with students from around the world
Expand your career opportunities

Please see the following site for additional information. [http://students.aisnet.org](http://students.aisnet.org)

MIS majors who are interested in joining the UIS Chapter of AIS please send Dr. Rassule Hadidi your full name, preferred email address, and your mailing address.

B. MIS Student Association

All MIS majors are automatically members of the MIS Student Association on campus. The purpose of this association is to facilitate communication among MIS students, to provide academic and professional activities for MIS majors, and to enhance intellectual activities for MIS majors by arranging seminars and presentations on campus. Information about this association is available from Dr. James Hall, the faculty advisor for this association - Phone 217-206-7860 or e-mail jhall1@uis.edu.

C. UIS Chapter of the Association of Information Technology Professional (AITP)

All MIS majors are invited to join the UIS chapter of the AITP. This chapter is affiliated with the Capitol Chapter of the AITP. Applications for membership are available from the MIS graduate assistant in room UHB 4026, or from Dr. Xiaoqing Li, the faculty adviser for the UIS chapter - Phone 217-206-7862 or e-mail xli1@uis.edu. All members of the UIS chapter of the AITP are eligible to participate in academic and professional activities organized by the Capitol Chapter of AITP.

D. Knowledge Management Club (KMC)

All MIS majors are invited to join the Knowledge Management Club. Applications for membership are available from the MIS graduate assistant in room UHB 4026.

E. Other Clubs and Organizations

In addition to the MIS-related professional associations listed above, there is a wide range of clubs and organizations available through student life at UIS. The office of Student Life is located in Building SLB, room 22.

VI. RECOGNITIONS AND AWARDS

A number of commendations and awards based on academic and professional performance are made to MIS graduates every year.

A. Graduation Marshal

Each year, every academic program at UIS is asked to select one undergraduate and one graduate student who will be designated as marshals to lead the program's graduates in the commencement ceremony. This person should represent the academic, professional, and personal accomplishments expected by the faculty in the program. Each program marshal is recognized in the printed program distributed during commencement ceremonies, and receives a certificate during the honors convocation held the evening before graduation.

The MIS Program Committee selects the program marshal based not only on academic performance, but also on student involvement and leadership in the MIS-related professional associations described earlier.

B. Outstanding Student in MIS
Each year a limited number of MIS majors are selected by the MIS Program Committee to receive Outstanding Student certificates during the honors convocation held before graduation. This selection is primarily based on overall academic performance.

VII. INTERNSHIPS, ASSISTANTSHIPS, AND FINANCIAL AID

Various types of internships, assistantships, and financial aid are available for MIS majors. These programs are briefly described below. Interested individuals should contact the office of financial assistance and other appropriate units for eligibility and related information.

A. Graduate Public Service Internship (GPSI) Program

The GPSI program is designed to provide professional development experience during a 21-month period for graduate students. Interns enroll in an appropriate UIS graduate program and work half time in a sponsoring state agency during the regular academic year (full-time during summer months). Applications must be received by March 15. For further information, contact the Graduate Public Service Internship Program, BRK 475, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407.

B. Graduate Assistantship

The MIS department currently has two graduate assistantships available on a yearly basis. The selection is made each spring semester for a 9-month appointment (fall and spring semesters). The graduate assistant works 20 hours per week. In addition to the MIS department, some other units at UIS hire MIS majors for their graduate assistantship positions. Interested students should contact the Graduate Assistantship Office, BRK 475, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407.

C. Financial Assistance

The Office of Financial Assistance at the University of Illinois at Springfield coordinates federal, state, institutional, and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran's benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407; telephone (217) 206-6724.

VIII. GRADUATING

During the last semester of your studies at UIS, not only will you be working to complete your course work and graduate project or thesis, but you may also be looking for employment. It is refreshing for the MIS faculty to point out that, as of this writing and as far as we know, all MIS majors who have graduated from UIS are currently employed in their areas of expertise. Your faculty adviser will be able to help you look into possible employment opportunities during your last semester of studies at UIS. Following is a brief description of potential opportunities for MIS graduates.

Occupational Demand in MIS

MIS graduates are in high demand, and this trend will continue for the foreseeable future. According to the Illinois Department of Employment Security's published report, which lists the projected high employment occupations in Illinois, the growth rate for systems analysts is 44.7%, the second highest of all categories listed (management analysts is 58.0%). Given the type of training and background our master's graduates have, all of them could successfully fill either a systems analyst or a management analyst position.
The high demand for MIS majors is not limited to Illinois. According to the *Monthly Labor Review* for November 1991, the demand for systems analysts between 1990-2005 will grow from 66 to 87 percent. These figures indicate that there will be a shortfall of qualified MIS-related professionals for at least the next decade.

One of the newest and hottest employment areas is that of the Internet. You can scan any help wanted section of a major newspaper and see many ads for Web designers and developers. In addition, electronic commerce over the Internet is a new rapidly growing field.

One of the major trends that affect MIS graduates is the linking together of many systems. Qualified professionals will be needed who can maximize the efficiency and effectiveness of systems in both business and government, as well as the areas traditionally listed in the tables of job statistics. Another major trend is the development and use of programs to solve problems encountered by end-users. Traditional computer support departments cannot handle the demands made on them by end-users, and backlogs have developed, both real and hidden. Because of this, end-users have begun developing their own solutions to various problems and there is a great demand for more people who can help end-users when they encounter problems related to computers. MIS professionals are also playing a broader role in the strategy of the entire organization. This is because of the Internet. Senior managers now know the survival of their organization depends on their ability to execute a successful Internet presence. It is MIS professional who design and execute this critical aspect of organizational strategy.

**IX. FACULTY BIOGRAPHIES**

**Atul Agarwal:** Atul Agarwal, Associate Professor of Production Operations Management, has an engineering background with an MBA and a Ph.D. in Business Administration from The University of Texas at Arlington. He had been on the faculty at the Kettering University (Formerly GMI Engineering & Management Institute) in Flint, MI for 13 years where he served as the Director of the MS in Manufacturing Operations program for GM and Delphi corporations until July 2009. He has interacted closely with Fortune 500 Corporations by conducting several training workshops and chairing thesis projects targeted specifically to solve complex industry problems.

Professor Agarwal’s research interests include lean practices in manufacturing and service sectors, modeling for supply chain networks, and quality control systems for health care organizations. His research has been published in various professional journals including the *International Journal of Operations & Production Management*, the *International Journal of Naval Research Logistics*, the *International Journal of Production Economics*, and other leading journals. He has made numerous research presentations at the national and international conferences.

Professor Agarwal’s personal interests/hobbies include studying stock and option price trends of companies in US and India, travelling internationally to learn about various cultures, and reading and writing English poetry.

**Michele Gribbins:** Assistant Professor. Michele joined the MIS department as a full-time faculty member in August 2005. She received a Bachelor of Science in Finance (1995) from Illinois State University and a Master of Business Administration (1999) from Eastern Illinois University. She is expecting to complete her Ph.D. in Information Systems at the University of Illinois at Urbana-Champaign in the fall 2005. Her dissertation, entitled “Towards the Development of a Theory of Process-Technology Fit to Assess the Effectiveness of Enterprise IT,” aims to help organizations better leverage technologies by identifying ways to improve technology fit and by helping in the development of more effective IT strategies. Her research has been published in *Electronic Markets*, the *International Journal of Management Theory and Practices*, and has been presented at the *Americas Conference on Information Systems*, the Doctoral Consortium for the *International Conference on Information Systems*, and at the *Hawaii International Conference on System Sciences*. She serves as a mini-track chair for the *Americas Conference on Information Systems* and as the Vice President for Membership and Professional Development for the *Association of Information Systems Special Interest Group on E-Business*. She was previously employed as a computer trainer and an adjunct business instructor at Lake Land College in Mattoon, Illinois.
**Rassule Hadidi:** Professor of MIS and Department Chairperson. Dr. Hadidi’s primary teaching responsibility is in electronic commerce and telecommunications. He earned a Ph.D. (1981) in operations research from the University of Missouri-Columbia and has completed (1988) the AACSB sponsored post-doctoral studies in MIS at Indiana University. He holds a B.S. in mathematics and statistics from the University of Shiraz, Iran, and a B.S. and M.S. in industrial engineering from the University of Missouri-Columbia. Prior to joining UIS (SSU), he worked on several health care delivery information systems projects at the Health Services Research Center/Health Care Technology Center of the University of Missouri-Columbia.

Dr. Hadidi played a significant role in the creation of the state-of-the-art facilities that the MIS department and the College of Business and Management currently occupy by serving on the University Hall Building planning committee for five years. He has actively served as a member of the Academic Technology Committee since its inception in 1995. He played a leadership role in directing and developing a $243,435 grant which resulted in the development of the MIS online degree program during the academic years 1998 to 2000. His latest publications have appeared in the *Academy of Educational Leadership Journal* the *Communications of the International Information Management Association*, *Review of Business Research*, *Electronic Journal of Information Systems in Developing Countries*, and *Communications of the Association for Information Systems*. He is currently serving on the editorial board of four academic journals.

**James P. Hall:** Assistant Professor. Dr. Hall joined the MIS department as a full-time faculty member in August 2000. He holds a Bachelor's of Science in Civil Engineering from the University of Illinois at Urbana-Champaign (UIUC) and a Masters in Business Administration from Sangamon State University. He received his Ph.D. in Civil Engineering from UIUC in 1999 with a focus on the implementation of Management Information Systems and Geographic Information Systems (GIS).

He previously worked for the Illinois Department of Transportation (IDOT) in various management capacities including construction, local agency support, pavement technology and management, physical research and materials testing. More recently, as the Chief of Planning Services, he managed statewide activities for road, structure and rail crossing inventory database management, traffic data collection, cartography mapping, and GIS implementation.

In 2003, Dr. Hall served as the Principle Investigator for a grant with the Illinois Department of Transportation on the Development of a GIS Bicycle Trail product. He also served the technical advisor for the UIS Center for Legal Studies POLARIS project for performing a systems analysis of a statewide probation information system for the Administrative Office of Illinois Courts.

He is a member of the Association of Information Systems (AIS) and the Association of Information Technology Professionals (AITP). Nationally, he is an active member of the Transportation Research Board’s Statewide Transportation Data Committee, Spatial Data and Information Science and the Transportation Metadata Subcommittee. He is a past president of the Capital Chapter of the Illinois Society of Professional Engineers (SPE) and a past chair of the Liaison Subcommittee of the Illinois Geographic Information Council (ILGIC). He has chaired and served on various national training and research project committees and has given numerous presentations. He is a past Engineer of the Year for IDOT and for the Capital Chapter of ISPE.

His research interests include Geographic Information Systems, Decision Support Systems, Information Systems implementation issues, cost/benefit analysis of information system projects and E-Government.

**Dave Larson:** Visiting Assistant Professor of Management Information. Dr. Larson joined the MIS department as full-time faculty in August 2001. He is teaching both undergraduate and graduate MIS courses. Prior to joining the MIS department as full-time faculty, he served for 14 years at UIS as a lecturer, teaching courses for both the MIS and Computer Sciences departments. Dr. Larson has over 32 years of experience in Management Information Systems and has considerable experience in: business systems design, systems development and
maintenance; contract development and negotiation; project management; communications networks; Internet
development, and development of online computer based training. He is a Certified Project Management
Professional (PMP) and Certified Computing Professional (CCP). His research interests include: Ethics;
Telecommunications Networks, Collaboration, and Wireless Communications; Effective Uses of Systems
Analysis, Design, and Project Management Techniques; Web Based Delivery of Courseware and Training; and
the Improvement of the Application Development Process Through Better Integration of the Development of the
Application, User Training for the Application, and User Help Facilities. He has a Bachelor's degree in
Economics and a Master's degree in Business, both from the University of Illinois at Springfield and a Doctor of
Education degree in Curriculum and Instruction from Illinois State University. In the last five years Dr. Larson
has had three journal articles published as well as publications in conference proceedings.

Xiaoqing Li: Assistant Professor. Dr. Li joined the department in the spring of 2001. He received a B.S. in
Electrical Engineering from North-Western Polytechnic University, Xian, P.R. China, a degree of Master Science
in Computer Engineering from Computer Center, Shanghai, P.R. China. He received his Ph.D. degree in
Information Systems at Michael G. DeGroot School of Business, McMaster University, Hamilton, Ontario,
Canada. He is currently an Assistant Professor at the Department of Management Information Systems of the
University of Illinois at Springfield (USA). His major course teaching includes Managerial Decision Support
Systems; Management Information Systems; Technical Foundation of Information Systems; System Analysis and
Design, and End-User Development of Information Systems. His research interests are in intelligent agent
systems, knowledge management, decision support systems and electronic commerce. In recent years, he has
three research articles published (or accepted) in these areas, including journal of electronic commerce research,
Technovation, and International Journal of Computer Applications in Technology. He has published four
conference proceedings in international conferences. Also, he has several other research papers are now under
journal publication review.

Te-Wei Wang: Assistant Professor. Dr. Wang joined the department in the fall 2005. He received his M.S. in
Mechanical Engineering from the University of Missouri-Rolla in May 2004. He received his Ph.D. in
MIS/POM from Southern Illinois University at Carbondale. In addition to his formal education, he also holds
professional certificates in computer programming, Microsoft Certified Systems Engineer (MCSE) and Certificate
in Production and Inventory Management (CPIM). For the past five years, he has been teaching at Florida
International University. His teaching and research interests falls in the following three areas: systems analysis
and design, e-commerce, and database integration. He has published five journal articles and numerous
conference proceedings

Yifeng Zhang: Assistant Professor. Dr. Zhang joined the MIS department in fall 2005. He recently completed
his Ph.D. in MIS at the University of Illinois at Chicago (UIC). He has a master’s degree in Commodity Science
and a Bachelor’s degree in Textile Engineering. Prior to joining UIS, he had participated in teaching a wide
variety of MIS courses, such as Systems Analysis and Design and Design and Business Programming at UIC. His
current teaching responsibilities include Electronic Commerce and Management Information Systems. His
research interests include agent-based modeling, business-to-business e-commerce, supply chain management,
data mining and human-computer interaction. His research has been published in refereed journals including
Information Sciences and International Journal of Healthcare Technology and Management. He has also made
numerous presentations at international conferences, such as DSI and INFORMS Annual Meetings.
APPENDIX A
GUIDELINES FOR MASTER'S THESIS AND PROJECT
IN THE DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

Purpose

This document is prepared:

1. to assist students by giving a partial outline of what the completed product should include;

2. to promote timely completion of requirements and efficient use of MIS faculty time by giving a preliminary schedule of activities; and

3. to assist the student and program faculty by providing a reasonable scope for the project or thesis.

Contents of this Guideline

1. Project/Thesis description
2. Schedule and format of required and suggested activities
3. Project/Thesis committee and supervision
4. Continuous registration requirements
5. MIS faculty areas of interest

1. Project/Thesis Description

The nature of the project or thesis is contingent on the career goals of the individual. It represents the synthesis of course work, experience, and applied research and study in the field of management information systems. Since creativity is involved in both the project and thesis, more specific description and/or guidelines than the following may hamper the creative nature associated with each activity. It is generally expected that a project or thesis will show the culmination of the graduate education of the student in the MIS program.

A project counts for three credit hours. A thesis counts for six credit hours. The thesis is much more involved than a project.

A project may involve, for example: analysis and design of an information system for an organization; development of one or more databases for a DSS application; analysis of managerial needs or uses for information that is accessible in an existing database; construction of an expert system; or design, development, and implementation of a computer network. The end product of the project is a document that discusses all relevant aspects of the project.

Generally, a thesis is a position taken on a scholarly issue supported by a literature search, findings, and logical arguments. A thesis specifically should include:

a. a review of the current relevant literature;

b. a connection between the thesis and the existing literature;

and
c. a methodology and results for evaluating the success of the thesis.
Following is a list of potential areas from which a student may select a project or thesis. Note: the items listed represent only a sample from a large pool of equally challenging and, possibly, more interesting topical areas in the MIS field. Each student is expected to select an area of interest and seek an adviser’s approval concerning the scope of the thesis/project. The following Web site: [http://www.uis.edu/archives/records.html](http://www.uis.edu/archives/records.html) shows the title of all MIS graduation projects completed so far.

**Database Applications Development:**
- Database Administration
- Managing Information as a Resource
- Data warehousing

**End-User Computing:**
- End-User Systems Development
- Managing EUC
- Human Factors

**Expert Systems Development:**
- Business Applications
- ES Generators and Tools
- Knowledge Representation
- Knowledge Base Management Systems (KBMS)

**Electronic Commerce**
- Development and Evaluation of E-Commerce Business Plans
- Development and Evaluation of E-Commerce Technology Strategy
- Electronic Payment Systems
- Security and Privacy Issues
- Adoption and Diffusion of E-Commerce

**Hardware and Software Evaluation:**
- Evaluation Methodology
- Performance Evaluation

**Managerial and Strategic DSS:**
- Decision Making and Systems Modeling
- Development Methodologies
- Architecture of DSS
- Evaluation and Justifications
- Evaluation of Various DSS Generators
- Group Decision Support Systems
- Executive Information Systems
- Environmental Scanning Systems
- Competitive Information Systems
- Marketing on the Internet

**MIS Planning:**
- Short-term (1-2 years) Plan
- Long-term (3-5 years) Plan
- Centralized, Decentralized, Distributed, and Parallel Systems
- Competitive Use of MIS in the Organization

**Neural Networks:**
- Applications Using Neural Networks
- Comparison of Neural Network Packages
Machine Learning
Sensitivity Analysis for Neural Networks

**Systems Analysis, Design, and Implementation:**
- Information Requirements Analysis
- Alternative Systems Development Methodologies
- Prototyping and Packages
- Intelligent CASE Tools
- A Comparison of Alternative CASE Tools
- Issues Dealing with MIS Implementation
- Organizational Impacts of MIS Implementation
- Systems Success and Failure (Critical Success Factors)

**Telecommunications:**
- Design, Development, and Implementation of a LAN
- Telecommunications Security
- Telecommunications Management
- Functions and Control
- Managing Networks
- LAN Standards and Performance
- LAN's and PBX's
- Integrated Services Digital Network
- US and International Telecommunications Standards
- US and International Telecommunications Regulations

2. **Schedule and Format of Required and Suggested Activities**

For timely completion of the project/thesis, the following schedule should be followed:

**Time Schedule**

<table>
<thead>
<tr>
<th>Semester of project completion:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student should submit the following by:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Topic proposal form:</td>
<td>May 1</td>
<td>Nov 15</td>
<td>Feb 15</td>
</tr>
<tr>
<td>2. Formal proposal:</td>
<td>Sep 15</td>
<td>Feb 15</td>
<td>Apr 15</td>
</tr>
<tr>
<td>3. 1st draft of project/thesis</td>
<td>Nov 7</td>
<td>Apr 7</td>
<td>July 1</td>
</tr>
<tr>
<td>to committee chair:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Final draft to committee:</td>
<td>Nov 25</td>
<td>Apr 25</td>
<td>July 25</td>
</tr>
</tbody>
</table>

**Important Note:**

The entire project/thesis (from the date the topic is approved to the final presentation) should be completed as soon as possible, ideally within one calendar year.

**Choosing a Topic**

The student should meet with a department or adjunct faculty member and choose a topic before enrolling for the project or thesis. The project/thesis must draw upon the student’s background and knowledge which was acquired during the academic process at UIS. The program will consider a wide range of MIS-related topics.
After selecting a topic, the student should submit a topic proposal to the MIS Program Committee. A topic proposal form (Attachment 1) must be used for submitting this initial topic idea, and it should be submitted according to the schedule shown on p. 13. The topic proposal form may be submitted only after 24 credit hours of degree requirements have been completed. The project/thesis topic must be approved by the MIS Program Committee, which will also assign a project/thesis supervisor. If the student does not meet these requirements, the result may be a grade of No Credit for the course.

**Choosing the Project/Thesis Committee**

After the topic is approved by the MIS Program Committee, a graduate project committee must be established. The MIS Program Committee will assign a project/thesis supervisor (chairperson) from among the MIS faculty. This selection will be based on the topic selected and the faculty member’s areas of expertise. The student should then select another MIS faculty member to serve as the student's choice. The dean's office will appoint a third faculty member to serve as the dean's choice. This individual is usually from the College of Business and Management.

In summary, the graduate project/thesis committee shall consist of the following three members:

1. Project supervisor (committee chairperson) (an MIS faculty member selected by the MIS Program Committee)
2. Student's choice (an MIS faculty member selected by the student)
3. Dean's choice (College of Business and Management faculty member appointed by the dean)

**Submitting a Proposal**

After the topic has been approved by the MIS Program Committee, the student must perform a more in-depth analysis of the topic area and write a formal proposal paper. This process is conducted in conjunction with the chairperson and other members of the project/thesis committee, as required. Once the final working draft is completed, it is sent to all the committee members for input. The student must follow the time schedule described on p. 13.

The project proposal should conform to the following outline unless modified by the chairperson of the committee. (For a thesis, the following could be used as a general guideline, but modifications may need to be made. Consult your project committee chairperson for specifics about the thesis option.)

- Title page
- Blank page
- Table of Contents page
- Chapters
  1. Introduction (2 to 5 pages)
     - Background (or Introduction)
     - Statement of the Problem
     - Purpose of the Study
     - Significance of the Study
     - Scope, Assumptions, and Limitations
     - Organization (of your document)
  2. Review of the Literature* (10 or more pages)
  3. Description of Proposed Project (1 to 3 pages)
  4. Description of Proposed Methodology (3 to 5 pages)
  5. Summary and Conclusions
- APPENDICES
  A. Time Schedule (It should preferably be in the form of a Gantt chart indicating the dates on which the different activities will occur.)
  B. Other Relevant Materials
- Reference List (Works Cited) or (Bibliography)
The review of the literature should be near completion [80 to 90 percent] at the time the proposal is submitted.

Oral Proposal Presentation (Project Proposal Defense)

A copy of the written proposal should be submitted to each committee member at least ONE WEEK prior to the oral presentation.

After obtaining approval from the committee, the student should coordinate with the program secretary to reserve a room for the presentation. It is the student’s responsibility to ensure that necessary projection and computing equipment is available. Presentations should, in general, be scheduled for at least 40-minutes, allowing for questions to be asked during the presentation or at the end.

Following the presentation, the committee members will sign an "Acceptance of Graduate Project/Thesis Proposal" form, and may recommend changes to be made in the proposal. After incorporating such changes, a student may proceed to actual project/thesis work. It is strongly suggested that the student continually confer with his/her chairperson while completing the project/thesis.

Draft of the Final Project/Thesis

When all work has been completed, the student should prepare a draft of the final project/thesis report and submit it to the chairperson. Modifications may be suggested and should be incorporated. After such modifications have been made, the student should provide a revised draft for each member of the committee. Once the committee agrees that all relevant work has been satisfactorily completed, the final defense may be scheduled. The final draft of the project/thesis should be submitted to the committee at least TWO WEEKS before the date of the final defense.

The final project/thesis may be much larger than the proposal. The outline for the final project/thesis is shown in Attachment #4.

The content of project reports varies depending on the nature of the topic (see the list from UIS Archives at http://www.uis.edu/archives(records.html). Some examples are given below:

Example 1 (Review of the Literature): The topic is expert systems as an aid to real estate sales. A review of the literature reveals several articles specifically on this topic, plus many articles dealing with expert systems in general and computer support of real estate sales. Keep in mind that your reader may know nothing about expert systems or real estate sales, so you must explain both topics. A typical outline of the review of the literature section might look something like the following:

A. Real Estate Sales (General issues)
B. Computer Support for Real Estate Sales
C. Expert Systems (General Description)
D. Expert Systems for Sales Support (General Description)
E. Expert Systems for Support of Real Estate Sales

Example 2 (Review of the Literature): The topic is information systems software development. A review of the literature should indicate various software development methodologies and a comparison of these methodologies. The software development activities should include, for example:

A. Analysis
B. Design
C. Construction
D. Implementation
or;
A. Planning
B. Development
C. Evaluation

**Format of the Documents**

The appearance of the proposal and final documents should follow the three major style guides (Turabian, APA, and MLA) recommended by the Center for Teaching and Learning at the University of Illinois at Springfield (visit this web site for detailed guidelines: [http://www.uis.edu/ctl/index.htm](http://www.uis.edu/ctl/index.htm)). Student must choose one of the three styles and follow all guidelines within the style (do not mix them). As always, proper flow, grammar, and style is expected. Students are encouraged to seek assistance from the Center for Teaching and Learning (BRK 460, 217-206-6503) for the preparation of the Project/Thesis report. The Project/Thesis chairperson has the final decision on all formatting issues.

**Oral Project/Thesis Presentation (Final Defense)**

It is required that the student orally present the project/thesis to the committee in a seminar open to all faculty, students, and other interested parties. The presentation must be scheduled at least **TWO WEEKS** in advance. The presentation should be scheduled for one hour. A room must be scheduled along with the appropriate equipment needed for the presentation. It is the responsibility of the student to work with the MIS program secretary to ensure that all the resources needed are available. Students should plan to allow for questions during and at the end of the presentation. The focus of the presentation should be on the project or topic itself rather than on the literature (which was presumably discussed in detail at the proposal stage). The MIS program secretary will post a notice of the presentation containing the title, date, and location so that all interested parties may plan to attend. At a minimum, notices shall be placed on bulletin boards in University Hall.

If the project involved the development of a system, a working version of it should be presented to the committee during the oral presentation. If additional computer or overhead projection systems are needed, the student must make sure they are available at the time of the presentation.

**Preparation of Final Copy**

After the final defense, the student must obtain from the chairperson a copy of the Project/Thesis Acceptance Form signed by all committee members. This sheet is to be inserted into the final document as the second page, after the blank page. The student must also make any changes suggested by any of the committee members as a result of the oral presentation. Any member has the right not to sign until all changes are made. After incorporating any such changes, the final paper should be delivered to the chairperson for his/her approval. When the final paper has been approved, the student should make three (or more) copies of the final paper, with a copy of the signature page in each, have them bound, and deliver them to the MIS department secretary. The copies will then be reviewed and signed by the department chair and the dean of the school. The committee chairperson will keep one copy, one will be sent to the library to be archived, and the student may have the remaining copy/copies.

3. Project/Thesis Committee and Supervision

The chairperson selected at the beginning of the process outlined above will supervise the graduate project/thesis throughout the entire process, except as noted below:

**Change of Topic or Project/Thesis Supervisor**

The student may decide, at any stage of the project/thesis, to change the topic of the project/thesis. In this case, a new proposal must be written, and a fresh proposal submission must be made.

In case a student decides to change the supervisor/chairperson, the work done under the current supervisor is not transferable toward the work requirements of the project/thesis to be done under the guidance of the new project/thesis
supervisor, except with the consent of both the old and new supervisors. For a project/thesis to be done under a new supervisor, the work needs to be started afresh, and a new topic and proposal submission is required.

**Supervision During the Summer Term**

Every student desiring to pursue work on the graduate project/thesis during the summer term is advised to contact his/her project/thesis supervisor during the middle of the spring semester to make arrangements. It is hoped that the student and the supervisor can work out an arrangement for the summer, even if the supervisor plans to be away. A few possible arrangements are:

1. Periodic or pre-arranged contact between the two parties.

2. Assignment of a segment of the graduate project/thesis to be completed by the student in the summer and evaluated in the fall.

2. Delegation of supervisory duties to another faculty member during the summer, accomplished by completing an appropriate form. The faculty member thus delegated will have the capacity to sign the “Acceptance of Graduate Project/Thesis Form,” to enable the student to graduate on completion of a presentation of a final project/thesis report.

Note: The supervisor/chairperson of the committee is in no way compelled to work over the summer term. If the student and the chairperson fail to reach a mutually acceptable agreement, the student can take recourse to the actions outlined in the section titled “Change of Topic or Project Supervisor.”

**Assignment of Grade**

A grade is assigned to the project/thesis by the entire graduate project committee. This assignment is made only after completion of the entire project and submission of three (or more) copies of the project to the department. The grade is based on overall quality of the project, quality of the project presentation, and amount of work involved in the completion of the project. Project/thesis grades could be A, A-, B+, etc. A grade of C or lower is not acceptable for a project or thesis.

**4. Continuous Registration Requirements**

Students must register for MIS 583 (3 hours) or MIS 585 (6 hours). If the project/thesis is not completed during these initial four or eight hours, students must register for one hour of MIS 586/587, on an audit basis, for each semester the project/thesis remains incomplete. UIS policy precludes students who are not registered from using campus resources. If a leave of absence is requested and approved, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester.

**5. MIS Faculty Areas of Interest**

Atul Agarwal  
Lean practices in Manufacturing & Service Sectors, Modeling for Supply Chain Networks, Quality Control Systems for Healthcare Organizations

Michele Gribbins  
Electronic Commerce, IS Strategy, and Database Management

Rassule Hadidi  
Electronic Commerce, Wide Area Networks, Distance (Online) Education, and MIS Curriculum Development and Quality Assessment

James Hall  
Implementation and Management of Information Systems, Information System Management, Geographic Information Systems and Cost/Benefit Analysis of Information System Projects, Data Warehousing
Dave Larson  Management of Database Systems; Telecommunications; Systems Analysis and Design; Structured Programming; Project Management; End User Systems Development and Implementation

Xiaoqing Li  Decision Support Systems, Telecommunications, Information Technology Management


Adjunct Faculty:

Apiwan Born  Human Factor in Information Technology, Strategic Impacts of Information Systems on Organizations, Web-based Application Developments, and Web-based Teaching and Learning
Attachment #1

PROJECT/THESIS TOPIC PROPOSAL FORM

Directions: You should recreate this form on your word processor and submit it in full.

1. What is the tentative title of your project/thesis?

2. Statement of the problem(s)/issue(s) you will address.

3. Based on your literature review of the topic and related areas, describe the content, in general, and the quality of the relevant literature.

4. What software do you plan to use?

5. What help or other resources will you need from other individuals or organizations?

6. Is this project/thesis related to your work? If so, please describe.

7. Is this topic similar to other projects/theses conducted in the MIS program? If so, please describe similarities and differences. Give specific title(s) of project(s) and student(s) name(s).

8. What will be the end product(s) of the project/thesis?
USER INTERFACE FOR BUILDING MODELS
IN AN OBJECT-ORIENTED
DECISION SUPPORT SYSTEM

by

GEORGE A. JOHNSON

A MASTER'S PROJECT (OR THESIS)

Submitted in partial fulfillment of the requirements for the degree of Master of Science in Management Information Systems

COLLEGE OF BUSINESS AND MANAGEMENT
UNIVERSITY OF ILLINOIS AT SPRINGFIELD
SPRINGFIELD, ILLINOIS

MAY, 2000
(Month and year in which degree requirements are completed)
Attachment #3

SAMPLE ACCEPTANCE PAGE
(This form will be generated by the MIS department secretary and given to the project/thesis committee chairperson on the day of the final defense.)

University of Illinois at Springfield
Office of Records and Registration
(217) 206-7730

MASTER’S CLOSURE APPROVAL FORM:
Master’s degree candidates are required to complete a closure exercise demonstrating mastery of some area within their major field of study. The exact nature and format of these exercises are determined by individual programs, but all of them must have an identifiable academic focus and must include a written component.

Student Name: ___________________________ UIN: ___________________________

Degree (e.g. MA): MIS Major (if applicable): Management Information Systems *

* INO students must state the title of their degree so that it can be posted to the official academic transcript.

IND OP: ___________________________________ (23 spaces maximum length following IND OP:)

The following are the types of closure exercises currently utilized by programs at the University of Illinois at Springfield. Please check the appropriate option listed below.

- Capstone/Closure Course
- Comprehensive Examination
- Portfolio
- Project or Thesis Title (if appropriate):
- Project
- Thesis

The following signatures signify that the student listed above has completed the required closure exercise in order for him/her to earn a Master’s degree at the University of Illinois at Springfield. The number of signatures may vary depending on the program and type of closure exercise completed. In order for the Office of Records and Registration to consider the closure requirement met, the signature of the appropriate college dean is required.

Appropriate Approval Signatures: Role/Title (e.g. Committee Chair): Date:

_________________________________ Supervisor _______________________

_________________________________ Student’s Choice ____________________

_________________________________ Dean’s Choice _____________________

Program Convener/Chair
(If Applicable): _________________________ Date: ____________

College Dean
(Required): ____________________________ Date: ____________
Attachment #4

FINAL PROJECT/THESIS OUTLINE

Title page (Attachment #2)
Blank page
Acceptance page (Attachment #3)
Acknowledgments (Optional)
Preface (Optional)
Table of Contents page(s)
List of Illustrations or Figures (if needed)
List of Tables (if needed)
List of Abbreviations (if needed)
Glossary (Optional)
Editorial Method (Optional)
Dedication (Optional)
Epigraph (Optional)
Chapters
1. Introduction (2 or more pages)
2. Literature Review (10 or more pages)
3. Description of the Methodology (5 pages or more)
4. Results (or Demonstrating, 5 or more pages)
5. Conclusions and Summary (2 or more pages)
Appendices (if needed)
Endnotes (if needed)
Reference List (Works Cited) or (Bibliography)

Submission Requirements:

● 3 blind copies of the document

● A diskette or electronic media containing (this information will be posted on the Internet):

  1. Title of the Project/Thesis,
  2. Name of the Student
  3. Abstract, and
  4. 5 Key Words
  5. See Attachment #5 for an example
Title: An Effectiveness Assessment of a Virtual Meeting System (VMS) for a State Agency: A Pilot Study

A Master’s Project

By Maria M. Kwon

Abstract:

This project describes the development of a Virtual Meeting System (VMS) for the Division of Oral Health (DOH) in the Illinois Department of Public Health (IDPH) to reduce the amount of travel and meeting time of DOH staff. The VMS is a web-enabled synchronous/asynchronous group collaboration system that includes: an Electronic Brainstorming Tool (EBS); an Idea Organizer Tool (IO); an Electronic Voting Tool (Voting); an Alternative Evaluator Tool (AE); Document Sharing; Document Co-editing; E-mail; a Discussion Group; and many other media rich tools. The VMS was implemented on the Internet, so the costs for operation and maintenance were minimal compared to establishing a private LAN/WAN infrastructure for the DOH. The preliminary findings seem to indicate that the VMS is a useful tool for the DOH. It is anticipated that more savings in time and travel could be realized by the agency in the future when the group performs decision problems more frequently and members gain even more familiarity and comfort with the VMS system.

Keywords:

Virtual Meeting Systems (VMS), State Agency, Group Decision Support Systems (GDSS), Collaborative Technology, Internet