| Decision Making in the Public Sector |
| PAD 6136 |

| Leslie A. Leip | (954)762-5667 (Office) | |
| Office Hours: M-W 3:00-6:00 p.m. | (954)924-8818 (Home) | lleip@fau.edu |

In the public sector, knowing how to use decision-making tools is one of the most important skills that a public administrator can possess. Although many of the MPA courses include decision-making, the objective of this course is to learn about decision-making tools and to apply this knowledge via case studies and projects. We will begin the semester with the examination of decision-making in the public sector. We will then examine specific decision-making tools: Pareto Analysis, Grid Analysis, Paired Comparison Analysis and Force Field Analysis.

Your responsibilities for this class are as follows: 1) reading the assigned material; 2) completing the assignments; 3) completing a decision-making project; 4) participating in discussion boards; and 5) attending all class sessions. **Attendance is very important!** You should call me or send an e-mail message to me if you cannot attend class.

As a matter of fairness to students who submit their work on time, late submissions of any work will not be accepted for grading. Please note that "incomplete" grades are, by college policy, reserved only for students who, having a passing grade (B or better) on the majority of assignments and prospects of a passing grade in the course, are prevented from completing one or more final assignments by circumstances beyond their control.

Many of the assignments are based on my belief that you will do your own, original work and that you will actually "do" the project. I trust you - please don't disappoint me. So, all of the work you submit must be YOUR original work. Work or parts of work submitted for other courses or subjects are not acceptable for assessment unless prior permission is granted.

Plagiarism is a very serious problem and is cause for dismissal from the MPA program and possibly the university. In order for us to avoid this problem, I want you to read the "Recommended Student Guidelines: Ethics and Academic Integrity" listed under week one on Blackboard. Plagiarism will result in an "F" for the plagiarized work and possibly an "F" for the course.

The project provides an opportunity for you to apply one of the decision-making tools included in the Mind Tools packet. You can use one of the tools we cover is class, or you can choose one that we don't use. You will need to decide on some work problem that needs to be addressed that you can use for your project. If you don't have any work-related problem, then we will need to discuss an alternative. This is an individual project - I trust that you will do your own work.

This course is designed to increase your level of computer literacy. We will use Blackboard as a means of gathering information and communicating with one another. All of the assignments and readings are on Blackboard under Course Documents, and a bibliography about decision-making is attached. Many of the materials are Adobe Acrobat files, so you need to make sure you have Adobe Reader to view and print them. You will also need access to Microsoft Excel.

The following is the assignment of points and the grading scale:

		332-350 = A	245-255 = C-
		315-331 = A-	234-244 = D+
		304-314 = B+	221-233 = D
Attendance & Participation	100 points	290-303 = B	210-220 = D-
Assignments	150 points	280-289 = B-	209 or less = F
Project	100 points	269-279 = C+	
	Total = 350 points	256-269 = C	

May 15th(M):   Introduction to Decision-Making in the Public Sector
Materials on Blackboard (BB):
1) Syllabus
2) Mind Tools Packet
3) Three Stages of Decision Making
4) Project Outline

Assignment 1: Your job decision-making process *Post on discussion board by 5/20

May 17th(W):   Pareto Analysis - Online Class
Reading (BB):
1) Guidelines for writing a memo
2) Using Excel to create a Pareto chart
3) Palm Beach County Building Division Report
4) An overview of Pareto Analysis (Mind Tools Packet pgs. 4-5)
5) An example of Pareto Analysis

Assignment 2: Using Pareto Analysis *Due in class on 5/22
Project: Decide on project topic/decision *Due on 5/20 via email

May 22th(M):   Grid Analysis
Reading (BB):
1) An overview of Grid Analysis (Mind Tools Packet pgs. 8-9)
2) The Human Side of Privatization - Case Study
3) Case Study: Grid Analysis Group Exercise

May 24th(W): Grid Analysis - Online Class
Reading (BB):
1) Juvenile Assessment Center External Review
Assignment 3: Using Grid Analysis *Due via email by 6/5
                                      *Post on discussion board 6/6 or 6/7

May 29th(M):   No Class - Memorial Day Celebration

May 31st (W): Grid Analysis - Online Class

June 5th (M):   Grid Analysis
1) Personnel in the Jail System - Case Study
2) Case Study: Grid Analysis Group Exercise

June 7th (W):   Project Research - Online Class
Gather data needed for your project

June 12th(M): Paired Comparison Analysis
Reading (BB):
1) An overview of paired comparison analysis (Mind Tools Packet pgs. 6-7)
2) Bringing America Home Summary
3) People Need an Education, Affordable Housing, Livable Incomes, Civil Rights Protected, Health Care (All separate files)
4) Why do Floridians Become and Remain Homeless
5) Broward County Continuum of Care

June 14th (W): Paired Comparison Analysis - Online Class

      Assignment 4: Using Paired Comparison Analysis *Due in class on 6/19

                                                  * Post on discussion board on 6/20

June 19th (M):   Force Field Analysis

              Reading (Blackboard):

                  1) Overview of Force Field Analysis (Mind Tool Packet - page 19-20)

                  2) Examples of Force Field Analysis

              Assignment 5: Using Force Field Analysis *Due via email on 6/23

                                      * Post on discussion board on 6/24

June 21st (W):   Force Field Analysis - Online Class

June 26th (M):   Concluding Thoughts

              PROJECT IS DUE IN CLASS