<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Address the major educational issues of the region, …vibrant instructional program</td>
<td>To offer CIS courses to both CIS and non-CIS students</td>
<td>• 10% of CS 305 students will be non-CIS majors&lt;br&gt;• 10% of CS 350 students will be non-CIS majors&lt;br&gt;• 10% of CS 330 students will be non-CIS majors</td>
<td>Examination of class rolls&lt;br&gt;Examination of class rolls&lt;br&gt;Examination of class rolls</td>
</tr>
<tr>
<td></td>
<td>To improve the computer knowledge of CIS graduates</td>
<td>80% of CIS seniors will score at least 70% on CIS exit exam</td>
<td>CIS exit exam results, to be administered in CS 480 class</td>
</tr>
<tr>
<td></td>
<td>To develop student skills in the use of business productivity software</td>
<td>80% of students enrolled in CS 205 will score 60 or better on the Skills Assessment Management (SAM) performance test</td>
<td>Course Technology SAM results, administered in final week of semester in which the course is taken.</td>
</tr>
<tr>
<td></td>
<td>Develop team skills in the design and implementation of programming projects</td>
<td>CIS students will serve as members of a project team in various CIS courses. Each team will analyze, plan, design, and code one or more applications demonstrating the mastery of systems analysis and design, database design, advanced data structures and one or more programming languages..</td>
<td>Examination of formal specifications, structure charts, record layouts, source code, and output developed by each team for each assignment.</td>
</tr>
<tr>
<td></td>
<td>To provide a learning environment in which students are exposed to up-to-date CIS technology</td>
<td>• Wallace 214 lab will be updated as a teaching lab for presentation of hands-on computer applications and programming languages.&lt;br&gt;• At least 1 CIS course will be placed online&lt;br&gt;• CS 300/301 courses will upgrade language software and texts.</td>
<td>Examination of COB facilities&lt;br&gt;Examination of UWA class schedules&lt;br&gt;Examination of course textbook, materials</td>
</tr>
</tbody>
</table>
## Annual Assessment Plan (continued)
(August 1-September 30)
Department: Computer Information Systems    Academic Year: 2005-2006
Title of Program: Computer Information Systems    Degree Level: Bachelor

<table>
<thead>
<tr>
<th>University Goal</th>
<th>Objectives</th>
<th>Expected Results (Outcomes)</th>
<th>Assessment Instrument(s)/Procedures/Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Professional development for faculty and staff”</td>
<td>To enhance the professional qualifications of the CIS faculty.</td>
<td>Faculty will participate in advanced study, seminars, workshops, or conferences to keep them up-to-date in their field. Faculty will engage in research related to teaching. CIS dept faculty will work on advanced degrees. CIS faculty will receive University funding help for advanced studies.</td>
<td>Examination of CIS faculty service reports.</td>
</tr>
<tr>
<td>3. Improved student counseling</td>
<td>To enhance faculty advising skills, improve the student experience</td>
<td>New faculty will attend an advising workshop. All COB faculty will score a 4.0 or better on student overall satisfaction with advising.</td>
<td>Examination of CIS faculty service reports. Academic Advisor Evaluation.</td>
</tr>
</tbody>
</table>
Statement of Achievements

Department  Computer Information Systems

Academic Year  2003-2004

Plans Implemented

1) CIS courses reached at least 50 non-CIS majors spring semester
2) 100% of CIS majors taking exit exam scored 60% or higher
3) Two faculty members are working on advanced degrees; both received Faculty Development Fellowships. 1 completed Ph.D.
4) CIS faculty scored 4.5 or higher on Academic Advisor Survey despite average advising load of 35 students.
5) Students in CS 370 designed and implemented programming projects in teams
6) Faculty were active in workshops, conferences, research related to teaching

Plans Not Implemented

1) Software malfunctioning prevented skills testing in CS 205 classes
2) A formal advising workshop was not conducted
### SHORT-RANGE PLANS: FIRST YEAR

**Department:** Computer Information Systems  **Year:** 2003-2004

<table>
<thead>
<tr>
<th>Plans</th>
<th>Strategies to Implement</th>
<th>Completion Date</th>
<th>Approved by IEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Configure computer lab (WH214) as teaching lab. Move OS/Web lab into another room.</td>
<td>Check student fees account for availability of funds; research hardware, purchase appropriate hardware. Reconfigure room</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>2. Attend workshops, seminars, and training sessions to update technology skills</td>
<td>Encourage faculty attendance; provide travel assistance</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>3. Administer skills tests in CS 205 classes; 90% of CS 205 students will achieve 65 or better</td>
<td>Evaluate new in-house skills tests. Fine tune skills tests</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>4. Support faculty in pursuit of advanced degrees</td>
<td>Assist with scheduling and provide information about fellowship funding</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>5. Update software used for CIS courses as needed</td>
<td>Meet with CIS faculty; make departmental decision about software</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>6. Plan for ACBSP visit</td>
<td>Study standards</td>
<td>Spring 2006</td>
<td></td>
</tr>
<tr>
<td>7. Update faculty computer equipment as needed</td>
<td>Research hardware, purchase appropriate hardware</td>
<td>Spring 2006</td>
<td></td>
</tr>
</tbody>
</table>

Approved: ______________________________________  
Unit Head/Director  

Approved: ______________________________________  
Dean/Vice President
Department: Computer Information Systems Academic Years: 2003-2006

Year Two
(1) Work with Dean to provide competitive salaries for faculty with advanced degrees
(2) Keep the computer labs, classroom technology updated
(3) Update CIS curriculum, study other CIS programs
(4) Increase the number of CIS online courses
(5) Hire adjunct faculty to staff CIS class(es)

Year Three
(1) Update the CIS curriculum, study other CIS programs
(2) Continue faculty development activities (facilitate schedule, financial assistance for 1 faculty member)
(3) Prepare for ACBSP accreditation visit
(4) Increase the number of CIS online courses
(5) Hire adjunct faculty to staff CIS class(es)

Approved: ___________________________  Approved: ___________________________
Unit Head/Director                                           Dean/Vice President
# RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)

**Department:** Computer Information Systems  
**Year:** 2004-2005  

<table>
<thead>
<tr>
<th>Available</th>
<th>Needed</th>
<th>Available</th>
<th>Needed</th>
<th>Available</th>
<th>Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)</td>
<td>7,500</td>
<td>7,500</td>
<td>8,352</td>
<td>9,522</td>
<td>210,305</td>
</tr>
<tr>
<td>PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)</td>
<td>21,035</td>
<td>21,035</td>
<td>6,435</td>
<td>6,435</td>
<td></td>
</tr>
<tr>
<td>OTHER RESOURCES (Printing, Postage, Telephone, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS (Refer to One-Year Plans)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
<td>NEEDED</td>
<td>AVAILABLE</td>
<td>NEEDED</td>
</tr>
<tr>
<td>To add presentation hardware to Wallace 214 lab, and WH 201</td>
<td>7,100</td>
<td>7,100</td>
<td>To update faculty hardware</td>
<td>7,500</td>
<td>7,500</td>
</tr>
</tbody>
</table>

**TOTAL RESOURCES NEEDED**

$221,257  
$224,538  
$21,035  
$21,035  
**GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)**  
$245,573  

Dean/Vice President: Date:
RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

Department: **Computer Information Systems**  Year: **2004-2006**

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PHYSICAL RESOURCES</th>
<th>OTHER RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Faculty, Staff, Consultants, etc.)</td>
<td>(Supplies, Material, Equip., etc.)</td>
<td>(Printing, Postage, Telephone, etc.)</td>
</tr>
</tbody>
</table>

**PLANS**

**AVAILABLE** | **NEEDED** | **AVAILABLE** | **NEEDED** | **AVAILABLE** | **NEEDED** | **AVAILABLE** | **NEEDED** |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To update faculty hardware, 22000</td>
<td>22000</td>
<td>To maintain classroom technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To Staff labs with full-time student 16704</td>
<td>19044</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>lab tutors (Student Scholarships)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To maintain current faculty 424832</td>
<td>470122</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflects salary increase for Bedford’s new doctorate and need for adjunct Faculty Development 3200</td>
<td>3200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel 2000</td>
<td>2000</td>
<td>Instruction 12870</td>
<td>12870</td>
<td>Equipment/Supplies/Other</td>
<td></td>
<td>TOTAL RESOURCES NEEDED $446736</td>
<td>$494366</td>
</tr>
</tbody>
</table>

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GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources) $529,236

Dean/Vice President: Date:
RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)

Department: **Computer Information Systems** Year: **2005-2008**

HUMAN RESOURCES PLANS (Faculty, Staff, Consultants, etc.) (Refer to Three-Year Plans) AVAILABLE

- **NEEDED** To update faculty hardware, maintain classroom technology To Staff labs with full-time student lab tutors (Student Scholarships)

- **To maintain current faculty** 424832 470122
  
  *Reflects salary increase for Bedford’s new doctorate and need for adjunct*

- **Faculty Development** 4800 4800

- **Travel** 3000 3000

Instruction Equipment/Supplies/Other

PHYSICAL RESOURCES OTHER RESOURCES (Supplies, Material, Equip., etc.) (Printing, Postage, Telephone, etc.) AVAILABLE

- **NEEDED AVAILABLE NEEDED** 34000 34000

19305 19305

$449336 $496966 $53305 $53305

**GRAND TOTAL OF RESOURCES NEEDED** (Human Resources + Physical Resources + Other Resources) $550,271

Dean/Vice President: Date:
Faculty Staffing Plan

Page 1 of 3

Department Computer Information Systems Academic Year 2004-2005

Please indicate how each of the following factors affects staffing for the next academic year:

1. Departmental Offerings

If we continue to have Wayne Bedford teach an MIS course and a statistics course each semester, this will mean he will only be able to teach only 1 course for CIS (2 sections of that course) per semester, because ACBSP specifies only 3 preparations per semester. So in order to offer enough sections of CS 205 Microcomputer Applications each semester, we are going to need an adjunct person each semester.

Projected Enrollment

There are approximately 119 CIS majors, 5 CIS minors, 7 math/CIS majors, and possibly 40 technology students concentrating in CIS (171 total). This enrollment remains fairly constant. With only 4 faculty members teaching CIS courses, the CIS classes tend to fill.

With 433 College of Business majors and many additional freshmen from other colleges, we easily fill 7-8 sections of CS 205 Microcomputer Applications (25 students each) per year.

2. Availability of Current Faculty

One faculty member retired; another approaching retirement but all faculty are projected to be available at least for the coming year.

3. Use of Adjunct Faculty

The CIS dept. usually will need an adjunct for 2 courses per year and I see this need continuing for the near future as long as Bedford teaches the statistics course.
4. Faculty Loads
   Of the 4 CIS faculty members, 2 teach 3 courses each semester, 1 teaches 4 courses, and another teaches 2 CIS courses per semester. The approved faculty load for ACBSP is 12 hours per semester.

5. Requirements of Accrediting Agencies
   ACBSP requires that faculty have no more than 3 preparations per semester and teach no more than 12 hours per semester. The minimum qualifications for faculty are a Master’s degree in the area in which they teach and at least 18 hours of classes in the area in which they teach. ACBSP also has minimum requirements for the number of Ph.D.s in a department and program that affect the scheduling of classes.

1. 6. Requirements of Consent Decree
2. 7. Other

When new positions are advertised, they are advertised in affirmative action registers and the University advertises the position at all predominantly-black educational institutions.
Faculty Staffing Plan
Page 3 of 3

Department ______ Computer Information Systems _____ Academic Year 2004-2006 ______

Based on the factors described, the following changes in faculty staffing are requested:

- An adjunct to cover 1 course in the fall/ 1 course in the spring
- Immediate replacement of any faculty that we lose

Linda Carr 01-10-05   Signature of Department Chair Date

Forward all forms to the dean by October 31 for review.