

**Annual Assessment Plan
(August 1-September 30)**

Department CIS and Technology **Academic Year** 2009-2010
Title of Program CIS **Degree Level** BBA

University Goal	Objectives	Expected Results (Outcomes)	Assessment Instrument(s)/ Procedures/Costs
Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area	Graduates will demonstrate understanding of the fundamental business principles and functions and the relationship of business organizations to individuals, government, and society.	75% of CIS graduates will score 138 or higher on the MFAT exam	MFAT
	Graduates will demonstrate knowledge and skill appropriate to a chosen major.	80% of CIS graduates will score 70% or better on the CIS Exit Exam	CIS Exit Exam
	Graduates will demonstrate the ability to express ideas clearly, logically, and persuasively in oral and written communications.	80% of CIS graduates will receive a grade of C or better on selected papers and presentations.	Papers and presentations in selected classes
	Graduates will illustrate an understanding of leadership styles, traits, and behaviors; demonstrate understanding of individual and group dynamics including team building and collaborative behaviors in the accomplishment of tasks.	80% of CIS graduates will earn a grade of C or better on group/team projects in selected courses.	Grades on group and individual projects in selected courses
	Graduates will analyze legal and ethical issues; synthesize appropriate proposals for practical business solutions to ethical issues.	80% of CIS graduates will receive a grade of C or better in the IT Ethics course.	Grades in CS310 IT Ethics
	Graduates will distinguish the components of business situations; differentiate among alternative business solutions; critique causes and potential outcomes of selected options	80% of CIS graduates will score 70% or better on the CIS exit exam. 80% of CIS graduates will receive a grade of C or better in the business capstone course	Grades in capstone courses in CIS and business.
	Graduates will analyze complex, unstructured qualitative and quantitative problems, using appropriate tools and	80% of CIS graduates will earn a grade of C or better in BA371.	Grades in BA371

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	technology.	70% of CIS graduates will score the national average on the quantitative section of the MFAT test.	MFAT
	Graduates will demonstrate competency in the use of contemporary information technology in business decision making processes.	80% of CIS graduates will earn a grade of C or better in the CIS capstone course.	Grades in CIS capstone course
	Graduates will demonstrate an understanding of differences in global and international business practices; compare and contrast approaches to addressing the domestic and international environments in which business organizations operate.	80% of CIS graduates will earn a grade of C or better in the required international course	Grades in BA450
		70% of CIS graduates will score at or higher than the national average on the International section of the MFAT test	MFAT
Provide effective administrative services to support the mission	Enhance our Human Resource system to ensure effective organizational structure, manpower planning, and faculty/ staff development and support.	At least 50% of CIS faculty will be involved in active research and faculty development.	Peer reviewed publication of research Faculty Service Reports Quarterly Faculty Achievement Reports
Meet the needs of its various publics, both internal and external, through the comprehensive use of information technologies	Develop a comprehensive Stakeholder Relationship Management System (SRM) that defines what important, measures satisfaction, and anticipates future requirements.	Add SmartBoards and ELMOs to all classrooms and computer labs. Incorporate Facebook, MySpace or other communications media in department/classes	Classroom configurations
Improve its financial status by increasing its efforts at productivity and by seeking additional funding from public and private sources	Establish a market planning system that strengthens our strategic image and position in current markets and defines new market penetration.	Faculty apply for external grants to provide funding for research and teaching.	New grant applications

**Self-Study
(August 1-September 30)**

Department CIS and Technology **Academic Year** 2008-2009
Title of Program CIS **Degree Level** BBA

Objectives	Expected Outcome	Actual Outcome	Problems Encountered	Action Taken/Plan(s) For Improvement
Provide educational opportunities in business for students of diverse backgrounds.	At least 40% of students enrolled in CIS program will be female.	31% FA8 28% SP9	None	Develop marketing and recruiting plan. Develop brochures and other recruiting materials.
	Increase enrollment in CIS by 10%	3sem Moving Average FA7-FA8 – 50 (+6%) SP8-SP9 – 51 (+1%)		
	Reinstitute student chapter of Association of Information Technology Professionals (AITP)	Not completed. Pursuing AIS Student Chapter	Insufficient interest among faculty and students.	Increase publicity and direct contact. Increase promotion of student organizations and activities
Promote continuous improvement in the quality of the business programs.	80% of current Business/CIS majors will rate all elements of the CIS program as satisfactory or above	Satisfaction survey not completed		
	80% of classes taught by CIS instructors will receive an overall rating of 3.5 or greater.		Scales used to report instructor rating are incorrect.	
	85% of CIS majors shall achieve a score of 70 or above on the CIS Exit Exam	Exit exam under review – not administered to students	Change of curriculum requires complete redevelopment of test items	
	Incorporate new sever for use in CIS courses (Web, DB, Sharepoint, APP)	Not updated	Computer labs only finished early fall 09.	
Graduate students, who are employable, seek to enhance their professional credentials, or pursue advanced degrees in	75% of CIS graduates will obtain jobs within their specialty within 6 months	Unknown	At present, there is not an efficient process to gather the information about our graduates.	

business or business related disciplines.	10% of CIS graduates will be accepted for graduate school.	Unknown		
Increase the visibility of the College of Business.	At least 50% of CIS faculty will participate in community outreach and consulting activities	Mr. Day, Dr. Guo, Dr. Bedford		
	At least 50% of CIS faculty will participate in research activities	Dr. Guo, Dr. Bedford		
	Offer computer application seminars to local business/general public	None offered		

**Annual Assessment Plan
(August 1-September 30)**

Department CIS and Technology

Academic Year 2009-2010

Title of Program Tech / Ind Tech / Ind Maint

Degree Level BS / AS

University Goal	Objectives	Expected Results (Outcomes)	Assessment Instrument(s)/Procedures/Costs
Address the major educational, social, cultural, and economic issues of the region and in doing so promote a positive image of the institution and the area	Graduates will demonstrate understanding of the fundamental business principles and functions and the relationship of business organizations to individuals, government, and society.	75% of Industrial Technology graduates will score 138 or higher on the MFAT exam	MFAT
	Graduates will demonstrate knowledge and skill appropriate to a chosen major.	80% of Industrial Maintenance, Industrial Technology and Technology graduates will score 70% or better on the major Exit Exam	Major Exit Exam
	Graduates will demonstrate the ability to express ideas clearly, logically, and persuasively in oral and written communications.	80% of Industrial Maintenance, Industrial Technology and Technology graduates will receive a grade of C or better on selected papers and presentations.	Papers and presentations in selected classes
	Graduates will illustrate an understanding of leadership styles, traits, and behaviors; demonstrate understanding of individual and group dynamics including team building and collaborative behaviors in the accomplishment of tasks.	80% of Industrial Technology graduates will earn a grade of C or better on group/team projects in selected courses	Grades on group and individual projects in selected courses
	Graduates will analyze legal and ethical issues; synthesize appropriate proposals for practical business solutions to ethical issues.	80% of Industrial Technology graduates will receive a grade of C or better in the Business Ethics course.	Grades in BA330 IT Ethics
	Graduates will distinguish the components of business situations; differentiate among alternative business solutions; critique causes and potential outcomes of selected options	80% of Industrial Technology will score 70% or better on the Major exit exam.	Scores on exit exam
		80% of Industrial Technology graduates will receive a grade of C or better in the business capstone course	Grades in capstone course in business.

	Graduates will analyze complex, unstructured qualitative and quantitative problems, using appropriate tools and technology.	80% of Technology and Industrial Technology graduates will earn a grade of C or better in BA371.	Grades in BA371
		70% of Industrial Technology graduates will score the national average on the quantitative section of the MFAT test.	MFAT
	Graduates will demonstrate competency in the use of contemporary information technology in business decision making processes.	80% of Industrial Technology graduates will earn a grade of C or better in the business capstone course.	Grades in capstone course
	Graduates will demonstrate an understanding of differences in global and international business practices; compare and contrast approaches to addressing the domestic and international environments in which business organizations operate.	80% of Industrial Technology graduates will earn a grade of C or better in the required international course	Grades in BA450
70% of Industrial Technology graduates will score at or higher than the national average on the International section of the MFAT test		MFAT	
Provide effective administrative services to support the mission	Enhance our Human Resource system to ensure effective organizational structure, manpower planning, and faculty/ staff development and support.	At least 50% of Technology faculty will be involved in active research and faculty development.	Peer reviewed publication of research

**Self-Study
(August 1-September 30)**

Department **CIS and Technology** **Academic Year** **2008-2009**
Title of Program **Tech / Ind Tech / Ind Maint** **Degree Level** **BS / AS**

Objectives	Expected Outcome	Actual Outcome	Problems Encountered	Action Taken/Plan(s) For Improvement
Provide educational opportunities in business for students of diverse backgrounds.	Faculty will improve students recruiting initiatives by in-field visitation. New student enrollment will increase by 10%.			
	Faculty will improve the student retention success rates by promoting a teaching and learning environment for excellence. A 10% increase in the student retention rate will occur over the next year.			
	Develop CS 381 Network Administration I for on-line delivery.	Not started		
Promote continuous improvement in the quality of the business programs.	Faculty will participate in professional seminars, workshops and conferences			
	Faculty will introduce new equipment and computer technologies into existing courses	SmartBoards installed in Hunt 146A and 117; ELMOs installed in 146A and 134; Ceiling mount projectors and electric screens installed in all labs and classrooms		
Graduate students, who are employable, seek to enhance their professional credentials, or pursue advanced degrees in business or business related disciplines.	80% of the graduating seniors will indicate that they have accepted or have been offered in-field employment.			
	80% of Alumni with one year of workforce experience will be employed within their major field.			

Increase the visibility of the College of Business.	A 10% increase in the request for faculty services and/or the use of technical facilities will occur.	SBDC and RCCED use classrooms for meetings, seminars and classes. Machine shop is used to offer classes to high school students		
	Cultivate relationships with new/existing businesses in service area to determine needs.	Working to develop internships with Rock-Tenn, CEMEX and other area industries.		

Statement of Achievements

Department CIS and Technology

Academic Year 2009-2010

Plans Implemented

Plans Not Implemented

- (1) CIS faculty fully moved to offices in Hunt building
- (2) New furniture and computers installed in Hunt 146A and 146B
- (3) Computer lab in Wallace 204 move to Hunt 117
- (4) Hired new CIS faculty. All CIS positions filled (3 PHD, 1 MS)
- (5) All classrooms and teaching computer labs in Hunt have ceiling mounted projectors and electric screens.
- (6) Motor control benches moved from Hunt 117 to 137
- (7) All simulation and classroom management software upgraded and licenses renewed
- (8)
- (9)
- (10)

- (1) GPS unit not procured for TY 338 Geographic Information Systems
- (2) CAD/GIS plotter not replaced
- (3) Computers (20) in Hunt 113 not upgraded
- (4) Windows server in Hunt to house Web, Sharepoint, database, and application services for inclusion in CIS curriculum not implemented
- (5)
- (6)
- (7)
- (8)
- (9)
- (10)

SHORT-RANGE PLANS: FIRST YEAR

Department: CIS and Technology

Year: 2009-2010

Plans	Strategies to Implement	Completion Date	Approved by IEC
Develop GIS/GPS certificate program	Ad hoc committee with K. Tucker, T. Edwards, V. Sharma, D. Cobb, W. Bedford. Work with ADECA on requirements, projects and internships.	Aug 2010	
Upgrade GIS software to ESRI ArcGIS	ArcGIS ArcInfo 9.3.1 Lab Pack (30 licenses in a lab plus one for the instructor computer) \$1,000. Extensions – Spatial Analyst and 3D Analyst (30 + 1 license) \$500 each. Includes maintenance upgrades and tech support for one year. After first year, upgrades and tech support for ArcGIS and two extensions \$300 per year.	Aug 2010	
Purchase map grade GPS unit(s) for use in class projects and outreach services.	Juno ST (Education package) (2-5 meter accuracy) (20 GPS Units, 20 Terra Sync, 20 Pathfinder office, 20 GPS Analyst) \$9,995 or Geo XH (Sub-foot accuracy) \$5,125 + \$1,795 for Terra Sync and Pathfinder Office	Aug 2010	
Purchase new plotter for CAD/GIS classes		May 2010	
Implement student chapter of AIS or AITP		May 2010	
Upgrade computers in Hunt 113 (21)		Aug 2010	
Purchase ELMOs for all labs and classrooms		Aug 2010	
Develop CIS courses for online delivery		Aug 2010	
Increase courses offered at Demopolis Higher Education Center	Identify and hire adjunct faculty to teach CIS and Technology courses	Aug 2010	

Approved: _____
Unit Head/Director

Approved: _____
Dean/Vice President

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MEDIUM-RANGE PLANS: YEARS TWO AND THREE

Department: CIS and Technology

Academic Years: 2010-2012

Year Two

- (1) Hire adjunct and full-time faculty to teach new courses for GIS and CAD
- (2) Install SmartBoards in all classrooms and labs
- (3) Develop CIS courses for online delivery
- (4) Develop CAD/GIS courses for online delivery
- (5)

Year Three

- (1) Develop CIS courses for online delivery
- (2) Develop CAD/GIS courses for online delivery
- (3)
- (4)
- (5)

Approved: _____
Unit Head/Director

Approved: _____
Dean/Vice President

RESOURCES REQUIRED FOR PLANS (ONE-YEAR PLANS)

Department: CIS and Technology

Year: 2009-2010

PLANS (Refer to One-Year Plans)	HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)		PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)		OTHER RESOURCES (Printing, Postage, Telephone, etc.)	
	AVAILABLE	NEEDED	AVAILABLE	NEEDED	AVAILABLE	NEEDED
Incorporate use of GPS unit in TY 338 Geographic Information Systems to improve course content and provide mapping services to University and local area				\$10,000		
Purchase plotter for CAD/GIS capable of producing aerial maps from GIS and satellite images.				\$4,000		
Upgrade GIS software to ESRI ArcGIS				\$2,000		
Upgrade computers in Hunt 113			\$16,000			
Hire adjunct faculty to teach at Demopolis Higher Education Center		\$16,000				
TOTAL RESOURCES NEEDED	\$	\$16,000	\$16,000	\$16,000	\$	\$
GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)						\$48,000

AVAILABLE means budgeted in current year's budget.

In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _____

Date: _____

RESOURCES REQUIRED FOR PLANS (TWO-YEAR PLANS)

Department: CIS and Technology

Year: 2010-2011

PLANS (Refer to Two-Year Plans)	HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)		PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)		OTHER RESOURCES (Printing, Postage, Telephone, etc.)	
	AVAILABLE	NEEDED	AVAILABLE	NEEDED	AVAILABLE	NEEDED
Hire full-time faculty to teach added GIS courses and/or CAD		\$60,000				
Hire adjunct faculty to teach CAD/GIS		\$16,000				
Purchase Smartboards for Labs and classrooms (4)			\$5,600			
Purchase ELMOs for all classrooms and labs in Hunt (4)			\$3,000			
TOTAL RESOURCES NEEDED	\$	\$76,000	\$8,600		\$	\$
GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)						\$84,600

AVAILABLE means budgeted in current year's budget.

In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _____

Date: _____

RESOURCES REQUIRED FOR PLANS (THREE-YEAR PLANS)

Department: CIS and Technology

Year: 2011-2012

PLANS (Refer to Three-Year Plans)	HUMAN RESOURCES (Faculty, Staff, Consultants, etc.)		PHYSICAL RESOURCES (Supplies, Material, Equip., etc.)		OTHER RESOURCES (Printing, Postage, Telephone, etc.)	
	AVAILABLE	NEEDED	AVAILABLE	NEEDED	AVAILABLE	NEEDED

TOTAL RESOURCES NEEDED	\$	\$	\$	\$	\$	\$
GRAND TOTAL OF RESOURCES NEEDED (Human Resources + Physical Resources + Other Resources)						\$

AVAILABLE means budgeted in current year's budget.
 In listing AVAILABLE HUMAN, PHYSICAL, AND OTHER RESOURCES, please place an asterisk (*) by any items funded from external sources such as federal, private, contractual, revenue generated, or other such sources external to the university.

Dean/Vice President: _____

Date: _____