Memorandum

Date: July 13, 2007

To: Dr. Aghop Der-Karabetian

From: Dr. Seta Whitby

Re: Action Plan Progress Report

During fiscal year 2006-2007 the Computer Science and Computer Engineering program faculty members met once a month on Monday from 1:00-2:00PM. The faculty members included Professor Ray Ahmadnia, Dr. Jozef Goetz, and Dr. Seta Whitby. They analyzed the proposed self study action plan and tried to address the issues listed in the action plan self study document. These meetings were too short yet productive.

Unfortunately the program's Administrative Assistant, Melody Cruz, was on a leave of absence for over 10 months and no other assistants were provided to the program. The program tried to survive the daily activities without any assistance and very little modifications were made to accomplish the action plan in this fiscal year.

The action plan list was reorganized and grouped into three major sections: action accomplished work in progress, and action pending.

1. Action accomplished

The items in this section were addressed and the issues were resolve. No future action or progress is needed for these items. The original action plan items were listed in italics. The original action plan numbers were kept for future references. The items were followed by their progress and/or necessary comments.

3b. ***Faculty Resource:*** *All full time faculty members must have adequate office space for research.*

Progress 2005-2006: The program tried to address this issue by moving to Founders Hall. Professor Ray Ahmadnia and Dr. Jozef Goetz were provided with extra office space for their research. Dr. Goetz had a new desk purchased for his office using the Natural Science budget. Unfortunately, Dr. Seta Whitby lost more office space. No further action is feasible for future expansion at this time.

Progress 2006-2007: Professor Ray Ahmadnia was relocated to room FH 108 (Provost's request). The office is one floor lower than the computer lab. The faculty has adequate room for research. Action accomplished.

5b. ***Physical Facilities****: Classrooms must be equipped with computer projection, Internet, and local network access, and appropriate computing and software infrastructure, so that the entire curriculum can be adequately delivered.*

Progress 2005-2006: Modifications and improvements were discussed with campus CIO, Dr. Clive Houston Brown. This is an ongoing issue.

Progress 2006-2007: The projector in the computer lab FH 206 was replaced with a new one. In addition, new cabinets were installed for the hardware labs.

5d. ***Physical Facilities****: Laboratories must be equipped with proper hardware parts to provide experience in designing, installing, and running networks.*

Progress 2005-2006: in summer 2006, the computer science program was relocated to Founders Hall. Room 207 kept existing furniture of the room. The program purchased new furniture and new cabinets built in Room 206 (Network/hardware lab). In addition, 12 new computers were purchased for the networking class. These computers were placed on the master list for future upgrades.

Progress 2006-2007: No action was taken because the computers were quite new. Action accomplished.

5g. ***Physical Facilities****: Students must have a study lounge close to the faculty members' office.*

Progress 2005-2006: The program dedicated a student study and computer club lounge in room FH 118 next to Dr. Goetz's office. The office is one floor lower than the rest of the faculty.

Progress 2006-2007: Having Professor Ahmadnia at the lower floor made the student lounge closer to the faculty. Action accomplished.

5h. ***Physical Facilities:*** *The computers in the student lounge must be updated and should have access to the wireless network.*

Progress 2006-2007: The program purchased a new computer for the student lounge. Action accomplished.

8b. ***New courses:*** *The program must introduce .NET courses.*

Progress 2006-2007: No action was taken this year due to lack of Administrative Assistance's help.

8c. ***New courses:*** *Focus curriculum on "Front end" skills, such as webpage, visual basic, Java, C#, etc.*

Progress 2005-2006: The program introduced C# using .NET, Visual Basic using .NET and Distributive Computing using .NET as new courses as well as offered the courses in 2005-2006 Fiscal year.

Progress 2006-2007: Action accomplished.

2. Work in progress

The original action plan items were listed in italics. The original action plan numbers were kept for future references. The items were followed by their progress and/or necessary comments followed by identification of the proper recourses needed to accomplish the item.

*2. Revise the Program **Web Page** to be more appealing to prospective students.*

Progress 2005-2006: Numerous modifications were made to the existing computer science homepage. The homepage looks much better but still needs work. This is an ongoing modification.

Progress 2006-2007: Hardly any modifications were made to the webpage due to lack of administrative assistant's help.

Resources needed: Faculty time and resources is needed to continuously keep the homepage current, accurate, and aesthetically appealing to prospective students.

*3c. **Part Time Faculty Resource:** All Part time faculty members must have an office to have privacy while talking to students during their office hours.*

Progress 2005-2006: By moving the location of the Computer Science program to Founders Hall, the program dedicated one office space for part time faculty. New desk furniture was purchased in summer 2006 for the part time faculty office from the Provost (Natural Science) budget.

Progress 2006-2007: A desktop was purchased to our part time faculty. However, the computer science part- time faculty lost their office space when Professor Ray Ahmadnia moved downstairs to room 108. The computer science part time faculty members will have a choice of sharing office space with the program's Administrative Assistant or with the Mathematics Department's Part time faculty office.

Resources needed: Acquire private Computer Science Part Time office space preferably closer to the Computer Labs to be easily accessible to students.

*4c. **Organization:** Rethink scheduling.*

Progress 2005-2006: The program assessed the type of students attending the campus. The program started offering more morning and early afternoon classes starting in Fall 2006 instead of offering all classes once a week at night. The program chairperson plans to assess the enrollment results at the end of the fiscal year.

Progress 2006-2007: The program offered 8 courses before 6:00 p.m. during fiscal year Fall 2006-2007. Unfortunately the enrollment was much lower compared to the evening courses. The program still plans to readjust the schedule to accommodate the students. This is an ongoing assessment.

*5e. **Physical Facilities**: Laboratories must be equipped to accommodate team projects essential to the Information Science concentration.*

Progress 2005-2006: work in progress. This issue was discussed on several occasions. The program is in the process of identifying the proper application needed for this action plan.

Progress 2006-2007: Work still in progress.

Resources needed: a financial resource is needed to purchase and install the proper applications.

5i. ***Physical Facilities****: Classrooms must be presentable to attract new prospective students.*

Progress 2005-2006: work in progress. The Computer Science program was relocated to Founders Hall Rooms 206 and 207. The rooms were painted and the carpet cleaned. Existing furniture will be used for room 207. New lab furniture will be purchased for room 206.

Progress 2006-2007: The furniture was installed and the walls painted. The labs look much cleaner than before, more work needs to be done to decorate the rooms to make them appealing to students. Students constantly complained about the cold or the hot temperature. The labs were either too cold or too hot.

Resources needed: Financial resource is needed to decorate the rooms and make them more presentable and appealing to students.

6a. ***Curriculum:*** *The program must formalize a Minor in Computer Science.*

Progress 2006-2007: Work in progress.

6b. ***Curriculum:*** *Modify all course syllabi in the program to include standard 5 "course outcomes".*

Progress 2006-2007: Work in progress.

6c. ***Curriculum:*** *Create course outlines (new course proposal) update the course objectives.*

Progress 2005-2006: These issues were discussed extensively in our meetings.

Progress 2006-2007: Work in progress.

Resources needed: Faculty time to complete and process the proper forms.

6d. ***Curriculum:*** *Emphasize the Web computing concentration.*

Progress 2005-2006: Work in progress. In January 2006 several flyers were mailed to local technology related organizations advertising our new courses.

Progress 2006-2007: The title of this concentration was changed to "Internet Based Programming". This title reflects the actual major better than the old title. The program hopes to increase the enrollment of this concentration with this change.

Resources needed: financial resource is needed to continue printing and mailing flyers.

6i. ***Curriculum:*** *Improve the senior project course to provide more guidance to students to increase the completion rate.*

Progress 2005-2006: Work in progress. In Spring 2006 the program had its highest student completion rate. This is an ongoing issue.

Progress 2006-2007: The program has collected and centralized all of the senior project report documents since 1976. All of the projects were cataloged and organized in the Administrative Assistant's office. This is an ongoing action.

Resources needed: Faculty and administrative assistance time to accomplish this item.

7a. ***Internship:*** *Formalize and document the Internship program.*

Progress 2006-2007: Work in progress. The program intends to organize the Internship reports similar to the senior project documents.

7b. ***Internship:*** *Change the OIT work experience into internship, and enhance industry based 7c.*

Progress 2006-2007: Work in progress.

7c. ***Internship:*** *Establish a community network to provide internship program and placement for students.*

Progress 2005-2006: work in progress.

Progress 2006-2007: Work in progress.

Resources needed: Faculty and administrative assistance time to accomplish these objectives.

8a.***New courses:*** *The program must introduce a course titled Personal Productivity with IS Technology*

Progress 2006-2007: Work in progress.

8d.***New courses:*** *The program must introduce a new course titled "Special Topics".*

Progress 2006-2007: Work in progress.

8e.***New courses:*** *Introduce more courses for non major students.*

Progress 2005-2006: Work in progress.

Progress 2006-2007: CMPS 300: Information Technology course was introduced for the Business school and Legal Studies major. This is a 2 unit course. The course is being offered in Fall 2007. The program is investigating different venues to introduce different courses.

Resources needed: Faculty and administrative assistance time to accomplish these objectives.

*8f.**New courses:** Develop and offer variety of elective courses.*

Progress 2005-2006: Work in progress. The program introduced C# using .NET as a new elective course. However, due to low enrollment the program canceled offering the course.

Progress 2006-2007: Work in progress.

Resources needed: Financial and marketing resources are needed to increase the computer science enrollment and try to offer classes to the near industries.

3. Action pending

The original action plan items were listed in italics. The original action plan numbers were kept for future references. The items and issues were not addressed due to lack of financial and human resources.

*1. **Create an advisory board.***

*3a. **Faculty Resource:** All faculty members must remain current in the discipline. It is recommended that a significant part of each faculty member's workload be spent in receiving training in new technologies and acquiring new knowledge and skills. The changes in the field place heavy demands on Computer Science faculty who are required to tailor the curriculum to meet regional conditions, develop up-to-date instructional materials, and manage student projects and internships. Therefore, ULV should provide the Full time faculty members one course release per year to allow them to stay up to date with technology and attend any training sessions.*

*4a. **Organization:** Take the program to the next level. Consider becoming a separate department.*

*4b. **Organization:** Consider changing the name of the program from "Computer Science" (Obsolete name) to one that reflects current field, e.g." Computer Information Technology" or "Information Science".*

*4d. **Organization:** Consider dropping the Computer Engineering concentration.*

*4e. **Organization:** Consider the possibility of operating under the College of Business.*

*4f. **Organization:** Take advantage of Information Technology faculty in the College of Business.*

*4g. **Organization:** Go for accreditation when ready.*

5a. ***Physical Facilities:*** *Provide rapid equipment replacement cycle with special infrastructure resources to support the requirements the curriculum.*

5c. ***Physical Facilities:*** *Laboratories must be equipped with computer workstations, network ports, high-speed Internet access and wireless capabilities.*

5f. ***Physical Facilities:*** *Laboratories must be equipped with state of the art electronic parts to provide experience in designing, implementing, and presenting projects.*

5j. ***Physical Facilities:*** *Provide adequate and specialized technical support to faculty and students.*

6e. ***Curriculum:*** *Develop certificate programs in specialized areas.*

6f. ***Curriculum:*** *Develop concentrations in Data base management, network security, data warehousing and data mining, remote access/wireless computing, and supply chain management.*

6g. ***Curriculum:*** *Develop multidisciplinary concentrations in graphic design, animation, and digital technologies.*

6h. ***Curriculum:*** *Offer more hybrid courses.*

*8g.****New courses:*** *Design and offer workshops prior to scheduling the senior comprehensive exams.*