

## MEMORANDUM

**Date:** September 12, 2008

**To:** Dr. Aghop Der-Karabetian

**From:** Dr. Seta Whitby

**Re:** Action Plan Progress Report

During fiscal year 2007-2008 the Computer Science and Computer Engineering program faculty members met twice a month on Wednesday s from 1:00-2:00PM. The faculty members included Professor Ray Ahmadnia, Dr. Jozef Goetz, and Dr. Seta Whitby.

The Computer Science program Administrative Assistant, Melody Cruz, resigned after being on a leave of absence for over 10 months. Due to cut in budget the position was terminated permanently.

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.*

*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.*

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

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

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

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

**Progress 2006-2007:** Work in progress.

**Progress 2007-2008:** Action accomplished.

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

**Progress 2006-2007:** Work in progress.

**Progress 2007-2008:** Action accomplished. This action will only work for students under the old General Education requirements track 2. The program proposed to have the internship course satisfy the new General Education track 1 service learning requirement. Students are not allowed to satisfy the GE learning outcome by working on campus. Action accomplished.

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

**Progress 2006-2007:** Work in progress.

**Progress 2006-2007:** Two courses were introduced. First, CMPS 200: Information Technology (2 units). Second, CMPS 302: The Digital Society (4 units). Action accomplished.

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

*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.

**Progress 2007-2008:** Two new courses were introduced.

CMPS 319: Publishing on the Web II. And

CMPS 302: The Digital Society.

*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.

**Progress 2007-2008:** The CMPS 300: Information Technology course was renumbered to CMPS 200 to make the course number reflect the proper level of the course. In addition, CMPS 302: The Digital Society course was introduced to satisfy the Life Long Learning outcome of the General Education track 1. Action accomplished.

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

**Progress 2007-2008:** The program organized and administered workshops two weeks prior to the senior comprehensive exams. 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.

**Progress 2007-2008:** 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.

**Progress 2007-2008:** Due to low enrollment, the Computer Science program did not hire any part time faculty members to teach in the Fiscal Year 2007-2008. All courses were taught by full time faculty members. However, for future growth a part time office is needed.

**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.

**Progress 2007-2008:** The program started offering combination of morning and evening courses. The enrollment in the morning classes has lower enrollment compared to evening courses.

**Resources needed:** Administrative Assistant time is needed to keep tab on CAPA students and try to offer courses to accommodate them.

*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.

**Progress 2007-2008:** 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.

**Progress 2007-2008:** All computers and projectors in FH 206 and FH 207 were replaced.

**Resources needed:** Financial resource is needed to modify the furniture in FH 207 to make the classroom more effective. The projectors in room FH 206 and FH 207 need to be moved to the center of the room. The current situation is blinding 4 students who are sitting at the front of the class. It is very difficult to change when the class is full.

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

**Progress 2006-2007:** Work is in progress.

**Progress 2007-2008:** Work is in progress.

**Resources needed:** Financial and human resource is needed to accomplish this action.

*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.

**Progress 2007-2008:** Work is in progress.

**Resources needed:** Faculty and human resource is needed to process the 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.

**Progress 2007-2008:** The concentration introduced a new course CMPS 319: Publishing on the Web II. This course will replace the CMPS 375: Systems Analysis and Design course in the Internet Based Programming Concentration.

**Resources needed:** Financial and human resource is needed to accomplish this action.

*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.

**Progress 2007-2008:** Templates were created and are being used consistently among all faculty members in the program. The completion rate has improved drastically. This is an ongoing action.

**Resources needed:** Administrative assistance time is needed to keep all documents organized and accessible to all students.

*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.

**Progress 2007-2008:** Templates were created and all students were asked to start following the standards. Currently all documents are collected in the office. This is an ongoing action.

**Resources needed:** Administrative assistance time is needed to keep all documents organized and accessible to all students.

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

**Progress 2005-2006:** work is in progress.

**Progress 2006-2007:** Work is in progress.

**Progress 2007-2008:** Work is in progress.

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

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

**Progress 2006-2007:** Work in progress.

**Progress 2007-2008:** Work is in progress.

**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 is in progress.

**Progress 2007-2008:** Work is 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.

*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".*

**Progress 2007-2008:** The program discussed the issue extensively and decided to postpone this action.

**Resources needed:** Faculty time is needed to research different universities.

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

**Progress 2007-2008:** The program discussed the issue extensively and decided to postpone this action.

### **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.*

*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.*