MEMORANDUM

Date: 10/12/2009

To: Dr. Felicia Beardsley

From: Dr. Seta Whitby

Re: Action Plan Progress Report

During fiscal year 2008-2009 the Computer Science and Computer Engineering program faculty members met once a month on Mondays from 1:00-2:00PM. The faculty members included Professor Ray Ahmadnia, Dr. Jozef Goetz, and Dr. Seta Whitby.

The Computer Science program no longer has an Administrative Assistant due to budget cut.

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 resolved. 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.*

*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 2008 – 2009**: The program decided to keep the name as "Computer Science and Computer Engineering". **Action completed.**

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

> **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.

> **Progress 2008-2009**: The enrollment in daytime classes started picking up due to International students. **Action completed.**

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

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

Progress 2008-2009: The program discussed the issue extensively and decided to keep the concentration as is.   **Action completed.**

*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.*

*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.*

*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 373: Systems Analysis and Design course in the Internet Based Programming Concentration.

> *Progress 2008-2009*: The enrollment of this concentration started picking up. Dr. Goetz worked very hard to recruit students in this major and enrollment started picking up. **Action Completed.**

> *Resources needed*: Financial and human resource is needed to continue recruiting.

*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.

> *Progress 2008-2009*: Templates were created and are being used consistently among all faculty members in the program. **Action Completed.**

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. **Action Completed.**

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

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

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

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.*

8e. **New courses***: Introduce more courses for non major students (CMPS 200, CMPS 302).*

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

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 other 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.

> ***Progress 2008-2009***: The webpage had a face lift. Old information was deleted and new information and pictures were posted. Currently the information on the webpage is accurate with the department practice and up to date with the university catalog.

> ***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.

> ***Progress 2008 – 2009***: The Computer Science program has only one part time faculty member. Currently he uses the Chair's office when he wants to consult with students.

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

*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 is still in progress.

__Progress 2007-2008__: Work is still in progress.

__Progress 2008-2009__: With the existing labs, there is no room to grow. New Laboratory space is needed.

__Resources needed__: a financial resource is needed to relocate the Computer Science program to bigger facility. **Larger laboratory rooms are needed to accomplish this action. A new Science building would be nice**.

*5i. **Physical Facilities***: *Computer Lab Furniture 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 was 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, although more work needs to be done to decorate the rooms to make them appealing to students. Students constantly complained about the cold or 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.

__Progress 2008-2009__: With the existing labs, there is no room to grow. Currently FH 206 has only 12 computers and there is no room to grow. FH 207 the furniture is not acceptable for lecture and lab. In addition, there are 24 computers in the lab, and the location of the projector, it is very unhealthy to the students who are sitting in the first row because they are too close to the projector screen. New Laboratory space is needed.

__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 teach 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.

Progress 2008-2009: 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 is in progress.

Progress 2007-2008: Work is in progress.

Progress 2008-2009: Work is in progress.

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

*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.

Progress 2008-2009: Work is in progress.

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

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

Progress 2006-2007: Work is in progress.

Progress 2007-2008: Work is in progress.

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

*8f. **New courses***: *Develop and offer a 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 course was canceled.

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.

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. The list is organized and prioritized based on importance and urgency.**

I.   *5k. **Physical Facilities**: update Fall 2009 – roof in computer lab FH 207 is leaking every time it rains. The rain has damaged keyboards and monitors.*

   *5l. **Physical Facilities**: Move projector in FH 207 and upgrade FH 207 Computer Lab furniture to make it a multipurpose room.* **Currently students in the first row are getting blinded from the projector; some are having neck aches because our courses are 4 hour long. ECWest, the company that provided the furniture, is willing to utilize the existing furniture parts and redesign the tables to be similar to FH 206 lab. This action will allow FH 207 to be used as a classroom as well as a computer lab. Other faculty members in different disciplines who taught in the lab raised their concerns of FH 207. The bid for upgrade is $25,957.67.**

   *5a. **Physical Facilities:** Provide rapid equipment replacement cycle with special infrastructure resources to support the requirements of the curriculum.* ***In addition provide presentable computer laboratories. The program has outgrown the existing facilities.***

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

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

   *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.*

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

III. *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 will be spent in receiving training in new technologies and acquiring new knowledge and skills. The changes in the field places 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.*

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

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

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

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

*VI. 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.*