

**PET FORM**  
**Planning and Evaluation Tracking**  
**(2011-2012 Assessment Period)**

Division of: Career and Technical Education

Person Responsible for this Division: Shawn Fouts

Department of: Computer Information Systems

Person Responsible for this Form: Carol Buse

Purpose Statement (With Last Updated Date): To Plan, Evaluate, and Track the goals, outcomes, and objectives for CIS students for 2011-2012. (10/12/2011)

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**Goal Statement #1:**

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1).

**Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

After receiving and discussing assessment analysis of common course sections, all faculty will revise course sections for consistency in student learning outcomes regardless of delivery method or faculty status across the curriculum (AC Strategic Plan through 2015: Strategy 1.1; Task 1.3.1.1).

All common course sections will have the same syllabus with outcomes included in the syllabus.

- Results (Provide Numbers and Percentages for Quantitative Data)
  - **2009-2010 Data:** Numbers = Not tracked. However, not all faculty members used the CMS for syllabi.
  - **2010-2011 Data:** Numbers = Not tracked, but faculty used the CMS for syllabi.
- Analysis
  - Provide Previous Data/Result Analysis
    - More faculty members started using the CMS for online syllabi as administration made it clear that it was the expectation. CIS administrative support verified that all CIS classes had a syllabus entry.
- Improvements
  - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:  
More faculty members started using the CMS for online syllabi
  - Evaluate Why Improvements Were Successful/Were Not Successful:
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
- Recommendations/Actions for 2011-2012
  - Person Responsible (Who will complete the action?):
    - Senior Faculty in CIS
    - CIS Department Chair
  - Action Plan:
    - Faculty meet to determine outcomes, materials, and course policies for courses that have multiple sections based on the WECM and/or ACGM manuals.
    - A senior faculty member creates the master copy of the syllabus based upon the faculty meetings in the college's CMS

- Faculty copy the syllabi from the master copy and add their personal data (contact information, office hours, etc)
  - The CIS syllabi are online through the CMS as specified in House Bill 2504
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Action implemented by Fall 2011
    - At the end of every Spring semester, review and revise as needed
  - Budget Information Needed for Future Action (Cost/Details):
    - n/a
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## Goal Statement #2:

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1).

## Outcome/Objective Statement

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

After training all instructional leadership on expectations for advisory committee meetings, advisory committee membership will make recommendations for program and course pedagogy (AC Strategic Plan through 2015: Strategy 1.1; Task 1.5.4.3).

- Results (Provide Numbers and Percentages for Quantitative Data)
  - New Goal/Outcome (see improvements)
- Analysis
  - Provide Previous Data/Result Analysis  
(Include if benchmark was met and how results relate to outcome statement):
    - Prior to Fall 2011, the CIS department has not had a CIS advisory committee meeting since 2006-2007. Information about this advisory committee meeting is currently unavailable as it was conducted under different leadership.
- Improvements
  - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:
    - In the Spring of 2011, the CIS advisory committee was re-established and a meeting was held.
    - The CIS advisory committee recommended the following:
      - A Marketable Skills Certificate in Microcomputer Software Specialist. This certificate is designed for the non-CIS major, however CIS majors can receive one. It is designed to better equip the workforce in technology. Technology is everywhere and in every discipline. The certificate is designed to pair up with another degree or certificate to enhance an applicant's chances of employment.
      - A Level-1 Web Development Certificate. This certificate is designed to integrate with the Graphic Arts department to provide them the needed skills to script and program web sites.
    - These two certificates were brought before the Academic Affairs committee and approved for inclusion in the 2011-2012 catalog.
  - Evaluate Why Improvements Were Successful/Were Not Successful:
    - These improvements have been successful and well-received by students as seen by an enrollment increase of approximately 22% from the Fall of 2010.
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
    - n/a

- Recommendations/Actions for 2011-2012
    - Person Responsible (Who will complete the action?):
      - CIS Department Chair
    - Action Plan:
      - Collect statistics of students receiving the Microcomputer Specialist Certificate at the end of the Fall 2011 semester.
      - Schedule another advisory committee meeting at the end of the Fall semester 2011 to:
        - Review the progress of the previous meeting's recommendations and/or any changes to the certificates – curriculum and/or skills required by business
        - Discuss the addition of future certificates (ie Cybersecurity)
        - Discuss the merge of Networking Technologies into the CIS department
    - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
      - Meeting will be scheduled at the end of the Fall 2011 semester
    - Budget Information Needed for Future Action (Cost/Details):
      - \$200 for food at the meeting
      - \$10 for postage
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### **Goal Statement #3:**

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1).

### **Outcome/Objective Statement**

**(Be sure to include audience, behavior, conditions, degree/benchmark, and evaluation method):**

AC faculty in specific disciplines and faculty from the same disciplines at area universities will hold joint faculty meetings to ensure outcomes by course and program (AC Strategic Plan through 2015: Strategy 1.1; Task 1.7.1.3).

- Results (Provide Numbers and Percentages for Quantitative Data)
  - New Goal/Outcome
- Analysis

Articulation meetings have not been held by the CIS department and WTAMU since 2006.  
Articulation meetings have not been held by the CIS department and other institutions.
- Improvements
  - List any Improvements Made in the **2010-2011** (Last Academic) Year Based on the **2009-2010** PET Results:  
n/a
  - Evaluate Why Improvements Were Successful/Were Not Successful:  
n/a
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):  
n/a
- Recommendations/Actions for 2011-2012
  - Person Responsible (Who will complete the action?):
    - CIS Department Chair
  - Action Plan:
    - Schedule meetings with CIS faculty at WTAMU, ENMU, and OPSU to discuss articulation agreements and course outcomes
    - Travel to the Universities to attend the meetings

- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Meet with ENMU during the Fall 2011 or Spring 2012 semester deadline 2/15/2012
    - Meet with OPSE during the Fall 2011 or Spring 2012 semester deadline 2/15/2012
    - Meet with WTAMU during the Fall 2011 or Spring 2012 semester deadline 2/15/2012
  - Budget Information Needed for Future Action (Cost/Details):
    - Reimbursement for gasoline based up the mileage reimbursement rates to/from Amarillo College and ENMU and OPSU.
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