

**PET FORM**  
**Planning and Evaluation Tracking**  
**(2012-2013 Assessment Period)**

**Division of:** Arts and Sciences

**Person Responsible for this Division:** Jerry Moller

**Department of:** Computer Information Systems

**Person Responsible for this Form:** Carol Buse

**Purpose Statement (With Last Updated Date):** The purpose of the Department of Computer Information Systems is three-fold. The first purpose is to provide students the necessary knowledge and skills to allow them to excel in careers in information technology. The second is to provide students with the necessary knowledge and skills in computer technology to be successful in their career of choice. The third purpose is to provide students with the necessary knowledge and skills in computer technology so that they will be able to successfully transfer to a four-year university whether in Information Technology or another field of study. (10/15/2012)

**Goal Statement #1:**

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1; No Excuses – Curriculum Redesign).

**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; No Excuses – Curriculum Redesign).

All common course sections will have the same syllabus with outcomes included in the syllabus. The outcome or objective is to provide students with similar and consistent course requirements and experiences regardless of instructor or delivery method for common course sections in BCIS 1305. This may help to ensure equitable opportunity for success for all BCIS 1305 students.

- Results (Provide Numbers and Percentages for Quantitative Data)
  - **2010-2011 Data:** Numbers = Not tracked, but faculty used the CMS for syllabi.
  - **2011-2012 Data:** All common course sections in BCIS 1305 had the same syllabus based on a master syllabus. (100%). Numbers for retention and grade distribution will be collected and available through the new “No Excuses” Data Initiative.
- Analysis
  - Provide Previous Data/Result Analysis  
All faculty members in CIS use the CMS for online syllabi. One senior faculty member was appointed the course developer and developed the “master syllabus” for BCIS 1305. All faculty members that teach BCIS 1305 copy this syllabus and only change personal information. Determination of whether this may help students have equitable opportunity for success in BCIS 1305 will be determined when the “No Excuses” Data Initiative is implemented.

- Improvements

- List any Improvements Made in the **2011-2012** (Last Academic) Year:  
All sections of BCIS 1305 had common course syllabi.
- Evaluate Why Improvements Were Successful/Were Not Successful:  
One senior faculty member developed the syllabi with input from all faculty members. After agreement on course content, textbooks, student learning outcomes the syllabus was developed and the faculty members teaching the course copied the syllabus. Since they had input into the course content, they were in agreement with having the same syllabus.
- Provide the Budget Information Needed to Make Past Improvements (Cost/Details): NA

- Recommendations/Actions for **2012-2013**

- Person Responsible (Who will complete the action?):
    - Mark Usnick (CIS Instructional Data Specialist)
  - Action Plan:
    - Collect data tracking completion success in BCIS 1305 for all BCIS 1305 instructors
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Beginning with Spring 2013 and extending through Fall 2013
  - Budget Information Needed for Future Action (Cost/Details):
    - Mark Usnick will receive 3 hours release time for Spring, Summer, and Fall.
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## Goal Statement #2:

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1; No Excuses – Attainment of Credentials/Transfer).

## 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).

Outcome/Objective: Provide more seamless pathways for students to articulate to 4-year universities (No Excuses: Goal 4) .

- Results (Provide Numbers and Percentages for Quantitative Data)

- Met with ENMU and established articulation agreement for AAS degree in CIS/Business and CIS/Programming. Students are able to receive a BBA from ENMU in CIS through their online program and pay in-state tuition.
- Currently we have an articulation agreement with WTAMU for the AS program in CIS.
- The AAS program in CIS transfers into the BAAS program at WTAMU
- Data that tracks students who transfer will be collected with the “No Excuses” Instructional Data Specialist.

- Analysis

- Analysis will be performed when we get the data from the “No Excuses” Instructional Data Specialist.

- Improvements

- List any Improvements Made in the **2010-2011** (Last Academic) Year:  
New articulation agreement established between AC and ENMU for the CIS AAS program in CIS/Programming and CIS/Business.
- 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 2012-2013

- Person Responsible (Who will complete the action?):
  - CIS Department Chair
  - Mark Usnick (CIS Instructional Data Specialist)
- Action Plan:
  - Schedule meetings with CIS faculty at OPSU and maybe universities in Lubbock to discuss articulation agreements and course outcomes
  - Travel to the Universities to attend the meetings
  - Track students who transfer to 4 year universities
- Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
  - Meet with OPSU in the Spring or Summer 2013
- Budget Information Needed for Future Action (Cost/Details):
  - Reimbursement for gasoline based up the mileage reimbursement rates to/from Amarillo College and OPSU

### **Goal Statement #3:**

Adjust instruction and services based on assessment data (AC Strategic Plan through 2015: Strategy 1.1; No Excuses – Attainment of Credentials/Transfer).

### **Outcome/Objective Statement**

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

Develop short-term certifications to provide students with a stepping stone to their next achievement toward an Associate's Degree and to aid in skill development for future employment and/or further education (No Excuses – Attainment of Credentials/Transfer).

- Results (Provide Numbers and Percentages for Quantitative Data)
  - Results will be determined with the “No Excuses” Instructional Data Specialist.
- Analysis
  - Several students successfully completed short-term certificates (Marketable Skills) in Microcomputer Software Specialist and the Level-1 Web Development Specialist Certificate. The percentage of those completing these certificates will be determined by the “No Excuses” Instructional Data Specialist.
  - Students used these certificates as “stepping stones” on their way to an AAS. Some students earned the Microcomputer Software Specialist Certificate and completed an AAS in another field. They earned to Microcomputer Software Specialist Certificate to aid their studies and job possibilities in another field.
- Improvements
  - List any Improvements Made in the 2011-2012 (Last Academic) Year:
    - Several students completed the short-term certificates – the percentage and number of completions to be determined by the “No Excuses” Instructional Data Specialist.
    - Added well-known industry certification (Microsoft Office Specialist --- MOS) to the Microcomputer Software Specialist Certificate allowing students to have a well-known “stamp” from Microsoft that they know the computer application. Area businesses recognize this certificate.
  - Evaluate Why Improvements Were Successful/Were Not Successful:
  - Provide the Budget Information Needed to Make Past Improvements (Cost/Details):
    - \$4500 for purchase of MOS vouchers – used CIS agency account
- Recommendations/Actions for 2011-2012
  - Person Responsible (Who will complete the action?):
    - CIS Department Chair
    - Mark Usnick – CIS Instructional Data Specialist
  - Action Plan:
    - Become a Certified Microsoft Testing Site – done. The CIS labs are certified by Microsoft as a Certified Testing Site.
    - Incorporate MOS testing into the CIS certificate and Associate's program in the Fall 2012
    - Collect data on students taking the MOS test and pass rates.
  - Expected Time Frame Needed to Implement Action Plan (Please provide specific deadline date):
    - Fall 2012 – incorporate MOS testing
    - Spring 2013 – Fall 2013 – data collection
  - Budget Information Needed for Future Action (Cost/Details):
    - \$4500 for purchase of MOS vouchers – used CIS agency account