

ANNUAL PROGRAM REVIEW Worksheet for Computer Sci. & Info. Syst. 06-07 Year: 2008 – 2009

**MISSION:** How does the program meet the District's mission and established core competencies? Does program reflect the District's diversity?

a) The program's long-range plan should be updated periodically, incorporating the materials contained in the program review				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
This is our first annual review.		Faculty and dean	C						
<b>This report covers the 2008 – 2009 academic year.</b>									
b) Program descriptions in the catalog and brochure should be updated and consistent				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
We check this each year.		Faculty and dean	C						

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**MISSION:** How does the program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

c) The program should offer new courses to address the current changes in technology (XML, Wi-Fi, gaming, interactive communications, etc.)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
New courses in Web design, programming, and game programming have been offered.		Faculty	C			x	x		
d) <del>Program descriptions</del> College catalog should clearly describe certificate, transfer, and major requirements				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We check the catalog for accuracy each year.		Faculty and dean	C						

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**MISSION:** How does the program meet the District's mission and established core competencies? Does program reflect the District's diversity?

e) Course descriptions should be updated on a regular basis				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Course descriptions are updated as needed through CurricuNet.		Faculty	C						

  

f) The faculty should coordinate class schedules to ensure that students can complete the program and certificates in a reasonable time span				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Courses are offered in the mornings, afternoons and evenings to help students.		Faculty and dean	C						

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**MISSION:** How does the program meet the District's mission and established core competencies? Does program reflect the District's diversity?

g) The faculty should review course outlines for sensitivity to cultural diversity				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
Ongoing.		Faculty	C						

  

<del>h) The department should encourage non-CSIS faculty to give students assignments in the CSIS lab</del>				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
We are dropping this goal from our list.			NA						

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**MISSION:** How does the program meet the District's mission and established core competencies? Does program reflect the District's diversity?

i) The department should utilize marketing and recruiting techniques to increase the number of students enrolled in the CSIS program				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS participates in campus-wide open house, parent night and Achievement Awards.		Faculty and dean	C						
j) The department should continue to receive input and recommendations from the CSIS Advisory Committee				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Our Advisory Committee meets annually.		Faculty and dean	C						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

a) The department should explore additional program offerings that include new technologies as they evolve				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
CSIS is working with grant funds on a new Mac lab. New curriculum is also being developed.		Faculty	C						

  

b) The department should explore the possibility of offering short-term classes on specific areas of technology and/or software on Saturdays				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
Saturday classes have been tried, but have been unsuccessful (low enrollments). Short-term (8-week) classes are being offered with some classes.		Faculty and dean	C						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

c) The department should consider offering more courses either through distance education or through an integrated approach				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS consistently offers an assortment of DE classes, as well as some integrated classes.		Faculty and dean	C						
d) The department should review offering courses utilizing other operating systems such as Linux/UNIX and Mac OS				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty are currently developing a Mac lab that includes the Mac OS.		Faculty	I						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

e) The department should explore the possibility of offering "linked" courses with other departments (e.g. CSIS and Math)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS faculty are working with Joyce Miyabe on this endeavor.		Faculty	I						

  

f) All CSIS courses should have a credit/no credit option.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
All CSIS courses currently offer this option.		Faculty	C						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

g) The department should have its own server for general student use in all courses.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Past requests have been denied, but we will continue asking.		Faculty and dean	I						
h) The department should study the feasibility of adding smart boards in all CSIS classrooms				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We will continue to request these, but budget issues currently make this unlikely.		Faculty and dean	I						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

i) Ensure that classroom hardware is state of the art				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Never complete, given constant state of change. We will continue to ask for ongoing upgrades.		Faculty and dean	I						
j) Ensure that current versions of software are loaded on all classroom workstations and labs				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Each semester we submit to TECS software load requests.		Faculty, dean and TECS	C						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

k) All essential program components of existing software such as MS Outlook should be made fully active and demonstrable to students				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We will continue to ask for this. Currently TECS does not support this functionality.		Faculty, dean and TECS	I						

  

l) As funds become available, the District should increase the number of sections of core courses offered				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Budget, student demand and college need all influence this goal.		Dean	I						

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**NEED:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

m) Increase the dialogue and cooperation with other departments/divisions (Fine Arts, Electronics, etc.) utilizing computer hardware/software in their courses				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS and Art are in the process of doing this.		Faculty	I						

  

n) Ease the competition (or perceived competition) in offering similar courses				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS faculty and dean are always willing to work with other departments on this issue.		Faculty and dean	C						

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**QUALITY:** Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Where is the program in the SLOA cycle? Are course pre-requisites and co-requisites validated?

a) All courses should be reviewed and renumbered as needed to be more consistent with their proper sequence and level of difficulty	<b>Impact</b>
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
All CSIS classes are numbered in a way that is consistent in terms of sequence and level of difficulty.		Faculty and dean	C						

b) All syllabi should include: <del>student learning outcomes</del> , methods of instruction, methods of evaluation, clear grading standards, attendance and makeup policy, drop date, office hours, and standard District DSPS statement	<b>Impact</b>
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS syllabi include the listed items.		Faculty	C						

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**QUALITY:** Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Where is the program in the SLOA cycle? Are course pre-requisites and co-requisites validated?

c) All courses should be edited and revised to address current needs and issues. An average of five or six courses should be edited per semester	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other	
CSIS faculty review, edit and revise course outlines on an ongoing basis.		Faculty and dean	C							

<del>d) Write courses based on institutional core competencies</del>	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other	
We are dropping this goal from our list.			NA							

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**QUALITY:** Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Where is the program in the SLOA cycle? Are course pre-requisites and co-requisites validated?

e) Change department course objectives to student learning outcomes (SLO's)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
SLOs have been developed for most CSIS courses. Work is ongoing. However, objectives are also an ongoing important item for each course.		Faculty	C						
f) The advisory committee should include industry representatives who have implemented new computer technologies				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Our Advisory Committee meets annually. It contains representatives that meet this need.		Faculty and dean	C						

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**FEASIBILITY:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

a) Integrate advanced technologies into the CSIS curriculum as they develop				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing. Currently working on curriculum related to Mac computers.		Faculty	I						
b) Provide multimedia and network access for all CSIS classrooms, including Internet access				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
All CSIS classrooms have student computer stations and smart stations with internet access.		Faculty, dean and TECS	C						

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c) CSIS full-time faculty workstations should include the latest technology				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing need. Current faculty computers need to be upgraded. Budget concerns certainly affect this area.		Faculty, dean and TECS	I						
d) The department should have its own server to accommodate its courses.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We will continue to ask for this capability.		Faculty	I						

**FEASIBILITY:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

e) The faculty and library staff should coordinate efforts to update the library's CSIS collection				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS faculty donate books each year to the library to assist students.		Faculty	C						
f) The library can best serve this program by providing Internet access to online journals and computer science information exchanges				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
The library currently meets this need.		Library	C						

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g) <del>The department should investigate and establish business partnerships and contract education opportunities to assist in securing and funding up-to-date equipment</del>				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We are dropping this goal from our list.			NA						

  

h) ... new recommendation ...				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

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**COMPLIANCE:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

a) The Office of Instruction should correct the program's TOP codes and disciplines per faculty recommendations				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
CSIS course outlines going through curriculum revisions include TOP codes.		Faculty and dean	C						
b) Ensure that CSIS classes articulate with the California State University system				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty work with Articulation Officer on this. Most CSIS course articulate with the CSU.		Faculty	C						

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**COMPLIANCE:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

e) <del>Ensure that CSIS classes articulate with surrounding secondary schools and institutions</del>				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
We are dropping this goal from our list.			NA						
d) Revise the current curriculum to meet changing trends to prepare students for today's technology needs				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
CSIS faculty do this on an ongoing basis.		Faculty	C						