DIVISION
OF
ACCOUNTING
AND
COMPUTER
INFORMATION
SYSTEMS
Division of Accountancy Computer Information Systems 1999 Highlights

Accountancy

Full-time Enrollment in Masters of Professional Accountancy increased from 3 to about 8.

Can’t get good number from the State Board of Public Accountancy on number taking and passing the exam.

Achievement test for accounting graduates in obsolete, we are looking for another test.

Held Alumni Receptions in Cleveland, Memphis, and Jackson

John Quon Scholarship Fund increased to about $10,000

Luncheon for Juniors and Seniors head speakers about the job market.

Sponsored an eight hour CPE course this fall. We will continue this.

Faculty are active in Professional societies.

Faculty published 7 articles and made 8 presentations

Tony Wilson named BellSouth Outstanding Teacher 98-99.

New goal -
  Faculty development and training.

Needs:
  Faculty development $2,000.
  Equipment:
    Projectors and mounting
    Lecterns that hold computers.

Computer Information Systems

Enrollment is increasing - CIS is constant, IT is increasing

Sponsor the Computer Information Systems Association - Hope to increase its profile next year.

Students are getting good jobs (Salaries up to $38,000)

Sponsored several workshops

Formed the CIS Advisory Board to review curriculum

Work with businesses in the area to locate employees and help with CIS problems.

Vicki Webster and Lynn Byrd began work on their Ph.D.’s

Biggest need is:
  Renovated office and teaching space.
  Equipment for teaching:
  Funds for faculty development so that we can systematically conduct training.
Delta State University
Annual Report for the
1999 Calendar Year
and Budget Request for 2001

I. Department: Accounting
   School: Business
   Department Chair: Keith E. Atkinson, Ph.D., CPA

II. Data and Information for Accounting:
    Bachelor of Business Administration - Accountancy
    Master of Professional Accountancy

A. Enrollment

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B. Credit hours

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C. Number of Graduates

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D. Class Size

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E. Faculty Advisement Summary

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<td>Zanzig</td>
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F. Grade Distribution

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G. DSU Writing Proficiency Exam Results

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H. National Exam Performance

Certified Public Accountants' Uniform Examination

In 1999 eighty-five candidates completed the CPA exam in the state of Mississippi. Of those eighty-five candidates three were Delta State University...
graduates. Due to low enrollments in recent years caused by the 150 hour requirement to sit for the exam, the number of DSU graduates taking the exam has been reduced.

The pass rate on the CPA exam of Delta State graduates is not available from the State Board of Public Accountancy.

**Achievement Test for Accounting Graduates**
The ATAG was discontinued in 1999 because it had not been revised since 1990 and many of the questions were dated, making the results of no value. We are presently searching for a current exam that has been nationally normed to replace the ATAG.

I. Follow-up of Accounting Graduates

The Department held alumni receptions during 1999 in Cleveland and Jackson, MS and in Memphis, TN. The receptions were held to celebrate the establishment of the John Yurkow Distinguished Professorship and to recognize the appointment of Mr. John Quon as the first Distinguished Professor. Over 100 Accountancy Alumni and friends attended the receptions.

**Accounting Alumni Database**—The list was maintained this year and coordinated with the Alumni Association office to avoid duplicate/incomplete databases. The department uses the list for newsletter mailings and announcement.

**Accounting Alumni Breakfast** — This breakfast was held on homecoming morning, October 13, 1999. Twenty-six alumni were present. Mr. Arvil Stanford was named the 1998-99 Outstanding Accounting Alumni.

The Fall 1999 issue of the Accounting Alumni Newsletter was mailed to approximately 1200 accounting alumni and friends of the department in March 2000. The newsletter provides updates on accounting alumni, the faculty, solicits funds for the department, and invites alumni to join the Accounting Alumni Association. The newsletter also provided information on what happened in the department during the year.

A Departmental survey of 1999 graduating seniors revealed that OAD 423 was a course that was not accomplishing its objectives. After discussions with other Departmental Chairs and the College of Business Curriculum Committee, the course was deleted from the business core.
J. Other

Student Relations

The John Quon Graduate Scholarship fund was increased to over $10,000. The fund is for the financial support of students enrolled in the Master of Public Accountancy.

Accounting Honor Society - recognizes outstanding academic achievement by students with an induction banquet each semester. Only students with a GPA of 3.25 are invited to membership. Typically, a student’s family is invited and attends the ceremony and banquet.

Junior-Senior Luncheon - The Department held a luncheon for the junior, senior, and graduate accounting majors. Speakers from Career Placement, the Registrar’s office, the School of Business Graduate office provided admission and financial aid information to students. The Luncheon also functions as a recruiting tool for the Master’s program.

Student Accountants and Business Administrators (SABA) - The Department sponsors SABA to provide professional experiences for students. Guest speakers were invited to speak and interact with students at meetings, meals are provided at meetings, and an annual picnic is held each fall and spring.

Faculty traveled statewide at their personal expense to meet with community college business teachers and high schools to recruit for DSU.

Accountancy faculty work with students to find suitable employment for them with area businesses, in the form of career placement, internships, and part-time jobs. Eleven students performed 6 hour internships during 1999.

Accountancy faculty serve as Faculty Advisors for four student organizations at DSU as follows:

Student Accountants and Business Administrators
Accounting Honor Society
Omicron Delta Kappa
Delta Mu Delta

Professional Community Relations

DSU sponsored an 8 hour tax seminar in the Fall of 1999 on Limited Liability Corporations. The program was attended by approximately 30 area CPAs. Our
intention is to make this an annual event. The seminar provided Continuing Professional Education for area CPAs and raised almost $1000 for the Accounting Development Fund.

DSU Accountancy faculty hosted two meetings of the Delta Chapter CPAs.

A DSU Accountancy faculty member served as secretary/treasurer of the Delta Chapter of CPAs.

Accountancy faculty work with area CPAs and other business persons to assist them in locating employees.

The Accountancy Department provides Continuing Professional Education opportunities for area CPAs.

Accountancy Faculty serve on several committees for the MS Society of CPAs.

The Accountancy Department maintains an active relationship with area accountants through the Accounting Advisory Board. A meeting is held each year that provides insights into the operations of the department and keeps practitioners abreast of the Department’s curriculum. This advisory board gives the community and our alumni information as to what is happening in the department and at DSU and provides the department with a group of professionals from whom we can seek assistance.

III. Personnel:
The Accounting Department has six full-time faculty members (two with a doctorate in accounting), one administrator (doctorally qualified) with a reduced teaching load.

A. Faculty Activities for 1999

- Dr. Keith Atkinson published 2 articles, and made two presentations at professional meetings in 1999. He served on the Planning and Institutional Effectiveness Committee and served as Co-Chair of the Task Force “DSU is Funded to Carry Out Its Mission.” Dr. Atkinson also served on the Faculty Benefits Committee and on the Board of Directors of the Society of Business, Industry, and Economics (SOBIE) which he cofounded. Dr. Atkinson also served as Treasurer of SOBIE.

- Dr. Wayne Nix published one journal article in 1999, and made two professional presentations. Dr. Nix served on the faculty senate and served as faculty advisor of Student Accountants and Business Administrators.
- Dr. Jeff Zanzig published three journal articles and made one professional presentation during 1999.

- Mr. Ken Owen reviewed and evaluated three textbooks for potential use in Intermediate Accounting and two textbooks for potential use in Principles of Accounting. Mr. Owen also participated in telephone conference on instruction methods used in Principles of Accounting sponsored by MRT Services, Inc. and Houghton Mifflin Publishers.

- Mr. John Quon continues to serve as the faculty advisor for Delta Mu Delta, faculty representative to the DSU Foundation Board of Directors. Mr. Quon also holds positions in seven other campus and community organizations. Mr. Quon served on the Task Force “A Comprehensive Quality Education for the Region,” and many other committees.

- Mr. Tony Wilson published one newsletter article made three professional presentations. He was named the BellSouth Outstanding Teacher for the year 1998-1999. Mr. Wilson sponsored the Accounting Honor Society and serves as Chair of the College of Business Scholarship Committee. Mr. Wilson also serves on seven additional committees.

B. New Positions Requested

None at this time

C. Changes of Status

Dr. Keith E. Atkinson is recommended for promotion from Associate Professor to Professor.

Dr. Wayne E. Nix is recommended for promotion from Assistant Professor to Associate Professor. Dr. Nix is also recommended for tenure.

IV. Degree Program Additions/Deletions

The Accounting Curriculum Committee recommended the following changes to the School of Business Curriculum Committee which were approved and forwarded to the Academic Council. The following changes were approved and will be incorporated into the 1999-00 catalog.

No additions, deletions, or changes were made this year in the Undergraduate or Graduate Accounting Program.
V. Department Goals for 1999

**Goal 1:** Revise and update the curriculum as needed to better prepare the accounting graduates for success in the world of business.

**Institutional Goals:** #4, #10

**Expected Results:** Graduates will be better prepared to succeed in business.

**Evaluation Procedure(s):** Accountancy faculty, the Accountancy Curriculum Committee, the Business School Curriculum Committee, the Accounting Advisory Board and/or students will review parts of the degree program. Minutes of the meetings will document the recommendations.

**Actual Results of Evaluation Procedure:** Students, Accountancy faculty, the Accountancy Curriculum Committee, the Business School Curriculum Committee made no recommendations to change any programs.

**Use of the Evaluation Results:** No programs were changed during the year

**Goal 2:** Increase enrollment in both the undergraduate and graduate programs in accounting.

**Institutional Goals:** #8, #9

**Expected Results:** Increased enrollment in accounting programs.

**Evaluation Procedure(s):** In departmental meetings recruitment procedures of the department will be reviewed. Enrollment in the Accounting major will be compared with previous years.

**Actual Results of Evaluation:** The accounting faculty volunteered their time and paid their own expenses to visit several community colleges and high schools in the state recruiting for our program. Except for recruiting our own graduates, very little has been done by the department to recruit for the graduate program. Enrollment in the undergraduate program increased, while enrollment in the MPA program decreased. The decrease in the MPA program is a result of a decrease in the number of graduating seniors in the undergraduate program. In addition, graduate assistants telephoned prospective undergraduate students and encouraged them to study accountancy at DSU.

**Use of Evaluation Results:** Recruiting efforts were increased.
Goal 3: Increase the recruiting of high school students who have advanced ACT credit and the recruiting of junior and community college students who ranked in the top 25% of their class. Recruiting efforts will continue to use material provided by accounting professionals in the Mississippi area. Alumni will be asked to make follow-up contacts with potential accounting majors.

Institutional Goals: #8, #9, #10

Expected Results: Alumni will increase recruiting of high school students.

Evaluation Procedure(s): Faculty and alumni will report at the Accounting Alumni meeting about their recruiting efforts. These efforts will be documented in the minutes of the meeting. A comparison of enrollment will be made with the prior year.

Actual Results of Evaluation: Telephone contacts were made with the business students’ advisor at each community college to inform them of the excellent scholarship opportunities for their top students to attend DSU. The Accounting Alumni reported at the October meeting that recruiting efforts have been increased. Enrollment of Accountancy majors remained about the same (Fall decreased by 15 students, Spring increased by 15 students) in 1999.

Use of Evaluation Results: Recruiting efforts will be increased again in 2001.

Goal 4: Prepare students for job placement, business protocol, and community service.

Institutional Goals: #4, #7, #10

Expected Results: Students will be better prepared for job placement, business protocol, and community service.

Evaluation Procedure(s): Increased hiring of students will indicate students are prepared for the workforce.

Actual Results of the Evaluation: The Department sponsored a luncheon for the accounting juniors, seniors, and graduate students in September to help prepare them for the job market. Guest speakers for the event were; Vicki Fioranelli, Career Placement office; Dr. Mary Jean Lush, Coordinator of the Graduate Business Programs, and Mr. Arvil Stanford, a shareholder in the Horne CPA Group. Each speaker shared information essential to graduating and to the future success of each student. Instructions based on a time-line from August to May were presented, and student questions were entertained by each speaker. In addition, occasionally a guest speaker to an accounting class was also representing their company as a campus recruiter.
Use of Evaluation Results: The luncheon will be continued in the future.

Goal 5: During a five-year cycle, teach the ten courses in the traditional accounting major at night.

Institutional Goals: #1, #9, #19, #20, #21

Expected Results: Courses will be taught at night at least once every five years.

Evaluation Procedure(s): Schedules will be reviewed by the Division Chair to ascertain that classes are being offered at night.

Actual Results of Evaluation: This goal was met by offering the appropriate accounting courses based on the rotation schedule. This schedule in updated every other year so that students will know which classes will be offered each semester; however, if there is a curriculum change, that change triggers the updating of the rotation schedule. The drawback to this system is for the full-time day-students. Occasionally they are required to take an undergraduate accounting class in the evening because our low enrollment in the evening program does not warrant a separate class in addition to a day class.

Use of Evaluation Results: Accounting courses will continue to be scheduled at night on a rotating basis.

Goal 6: Increase exposure of accounting faculty through its participation in professional and civic organizations.

Institutional Goals: #13

Expected Results: Faculty will be exposed to changes in the accounting profession.

Evaluation Procedure(s): Faculty activity reports will be reviewed.

Actual Results of Evaluation: The faculty is heavily involved in professional organizations, in particular, the MS Society of CPAs and the American Accounting Association (AAA). Several of the faculty CPAs are integral members of the Delta Chapter of CPAs and also hold offices and serve on committees in the State Society. Three of the accounting faculty members are active in research activities and present their research at regional and national AAA meetings. There were also six research papers published in journals by accounting faculty and four papers were presented at professional meetings during 1999. The Department also sponsored an eight hour CPE course this year. The faculty and over thirty area CPAs attended the course.
Use of Evaluation Results: Faculty will continue to be involved in the accounting and education professions.

Goal 7: Have a more aggressive effort by the department to secure funds for the Accounting Department Foundation account. These funds will be used to provide faculty incentives for special projects for research/faculty development, travel expense coverage, and other departmental expenditures for equipment, etc.

Institutional Goals: #15, #18

Expected Results: Increased development funds will be available.

Evaluation Procedure(s): Additional funds are available in the Accounting Development Fund for Departmental use.

Actual Results of Evaluation: The department has an established fund through the alumni foundation and has received donations from alumni and accounting faculty via payroll deductions. In addition, significant contributions from some of the accounting faculty have been received from proceeds from the sale of practice sets they have co-authored. Funds have been used to purchase new computer equipment for the department; pay for the luncheon for the Accounting Seniors; supplement the department’s operating budget; etc.

Use of Evaluation Results: Funds were used to supplement faculty travel, and to provide a luncheon to Senior accounting students.

Goal 8: Increase the faculty’s awareness of and involvement in the ACBSP accreditation process including the standards for accreditation.

Institutional Goals: #13, #14

Expected Results: Increased awareness of ACBSP standards and compliance therewith.

Evaluation Procedure(s): Discussion with faculty about ACBSP standards in Departmental meeting. Documented by minutes of the meetings.

Actual Results: The faculty were advised by Dean William Stewart, of problems the School of Business had with a condition of our accreditation status. At each department meeting different areas of accreditation concerns were presented and discussed with the faculty. They have been encouraged to review the standards and to attend a training session in order to be members of future accreditation teams for other schools.

Use of Evaluation Results: Greater understanding of ACBSP accreditation procedures
has been accomplished

**Goal 9:** Maintain open channels of information flow within the department by holding accounting department meetings as needed.

**Institutional Goals:** #11

**Expected Results:** Faculty is better informed about important issues related to the University, the School of Business, and the Accounting Department.

**Evaluation Procedure(s):** Discussions with faculty concerning University, School, and Departmental requirements will be held both in and out of departmental meetings. The discussions are documented in minutes of departmental meetings.

**Actual Results of Evaluation:** The department holds a minimum of three departmental meetings each semester. Minutes are prepared and forwarded to the Dean of the School of Business. If special issues, such as curriculum changes, are being considered, the meetings are held as often as needed to solve the problems at hand.

**Use of Evaluation Results:** Increased efficiency and effectiveness of operations of the department results from use of faculty input. Examples include: better scheduling results from improved information flow.

* New Goal for 2001 *

**Goal 10:** To provide adequate training for faculty in order to keep them up to date on the latest in accounting, auditing, and tax developments and to help maintain certifications that DSU sees as desirable and necessary.

**Institutional Goals:** D

**Expected Results:** Faculty will attend at least one CPE course.

**Evaluation Procedure(s):** Faculty will verify attendance at one CPE course.
VI. Student Outcomes

**Major:** Accountancy  
**Degree:** Bachelor of Business Administration

**Student Outcome #1:** Accounting majors should be able to perform library research, possess good writing skills, and have the ability to write critically.

**Expected Results:** Accounting majors must pass the University Writing Proficiency Examination. They must be required to perform library research which provides the basis for papers written in upper-level accounting courses. The faculty will grade the papers and give constructive feedback to the students.

**Evaluation Procedure:** If sixty percent of the papers graded do not receive a grade of “C” or better, additional writing assignments will be made to improve the students’ writing skills.

**Actual Results of Evaluation:** 1999 outcomes—Accounting instructors report that the goal is being achieved. All upper-level accounting classes require writing assignments requiring library research. **Date of most recent evaluation:** December 1999

**Use of Evaluation Results:** Students receiving no-credit for the Writing Proficiency Exam will take English 301, Expository Writing. Technical Writing is also a required part of the Business Core requirements and was moved into the School of Business in 1998 as a new course, OAD 423. 1999 outcomes—The pass rate for accounting majors increased slightly in 1999 and was above the University average for 1999. In 2000 additional writing assignments will be given in Accounting Principles classes.

**Student Outcome #2:** Accounting majors must be proficient in the use of various software applications including word processing and spreadsheets. They should be literate in accounting software with applications such as general ledger and financial statement preparation.

**Expected Results:** Students must receive a passing grade in their introduction to computing course and a “C” or better in each of the accounting courses.

**Evaluation Procedure(s):** Computing skills are used to complete writing and spreadsheet assignments in a number of accounting classes. Homework problems utilizing computer skills are assigned on a more frequent basis now that increased computer lab facilities and equipment are available.

**Actual Results of Evaluation:** An examination of accounting syllabi and conversations with accounting students and faculty indicates this goal is being accomplished. All graduates (100%) are required to earn a “C” in all accounting courses. **Date of most recent evaluation:** December 1999
Use of the Evaluation Results: Computer assignments in courses will continue to be used.

Student Outcome #3: Accounting majors should possess strong interpersonal skills. Accounting is a service industry, therefore accountants must be able to relate to people at all levels of society. They must be able to communicate technical accounting information to management, co-workers, clients, and other interested parties.

Expected Results: Students will be encouraged to take an active role in classroom discussions, participate in university and school activities, and seek leadership roles in student organizations.

Evaluation procedure(s): A majority of accounting majors will attend and participate in events sponsored by the Department of Accounting and School of Business for their benefit. They will be encouraged to qualify for and seek internship positions to gain real world experience.

Actual Results of Evaluation: Attendance and active participation by accounting majors in the SABA, Accounting Advisory Board, Accounting Alumni Breakfast, Phi Beta Lambda, Accounting Honor Society, Delta Mu Delta, School of Business Honors Banquet, ODK, Graduate Business Students Association, and the annual SABA picnic has increased as a percent of accounting majors. Accounting seniors continue to be invited guests to the Delta Chapter CPA meetings; graduate accounting students staff the Accounting Lab each semester and tutor entry-level accounting students; accounting majors hold offices and leadership positions in various university student organizations; and approximately 85% of the accounting majors hold part-time jobs--many in the field of accounting, and practice their interpersonal skills on the job. Six accounting seniors served in internship positions during 1999. Date of most recent evaluation: December 1999.

Use of Evaluation Results: Social functions, professional development seminars, professional meetings, and internships will continued to be used to develop student’s interpersonal skills.

Student Outcome 4: Accounting majors should be well rounded citizens. In part due to their general education, the accounting major should be able to effectively pursue citizenship, a rich personal life, and possess a strong desire for community service.

Expected Results: Advisors will monitor their advisees’ progress and grades through the general education core. Students are encouraged to join business clubs, seek leadership roles in student organizations, and take part in campus activities. Business professionals are invited to speak to accounting classes and are invited by business club
officers to speak to individual clubs such as the SABA.

**Evaluation procedure(s):** Twenty percent of the students participating in the School of Business Honors Banquet will be accounting majors. Seventy percent of the accounting majors will participate in clubs and School of Business honor societies.

**Actual Results of Evaluation:** Accounting majors represented 38% of the students participating in the School of Business Honors Banquet. The attendance and participation in the Student Accountants and Business Administrators’ (SABA) club remains very strong. A record of attendance is maintained and in 1999 the average attendance at regular meetings was 25. The accounting faculty has outside speakers address their classes, and faculty sponsors help student leaders target speakers who will address students’ career and community concerns to invite to their club meetings. However, only about 50% of accounting majors are involved in a business student organization. **Date of most recent evaluation:** December 1999

**Use of Evaluation Results:** Use of outside speakers will be encouraged and supported for accounting classes. In addition, each advisor will advise each of their advisees’ to take their elective courses in areas that will help them advance toward their career goals and become well-rounded individuals. The department will increase its efforts to get student participation in its sponsored organizations.

**Student Outcome 5:** Accounting majors must possess a strong working knowledge of accounting theory and practice.

**Expected Results:** Comprehensive examinations in various accounting courses will monitor achievement of a general knowledge of accounting theory. Accounting graduates and their employers will be surveyed periodically for additional input.

**Evaluation Procedure(s):** Discussion will be held with instructors concerning the performance of students on the comprehensive examinations. Discussions will be held with employers concerning students understanding of accounting issues and their readiness to enter the workforce. This will be done at the accounting advisory board meeting and at professional meetings where faculty meet practitioners.

**Actual Results of Evaluation:** Faculty report that comprehensive examinations reveal that students show a good understanding of accounting issues. Reports from employers (internship & regular employment) continue to be excellent and the number of requests for our graduates far exceeds the number of students. **Date of most recent evaluation:** November 1999

**Use of Evaluation Results:** Tax practicum and internship programs will provide students with opportunities to put their classroom training to the test of the real world before
graduation. Monthly reports from the student intern’s supervisor and exit interviews will help close the gap. Also, the students will be made aware of the specific requirements to participate in, and the benefits from, internship positions in their ACC 312 class.

ATTACHMENT TO THE UNIT BUDGET PLAN WORKSHEETS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>61200</td>
<td>Faculty</td>
</tr>
<tr>
<td>61400</td>
<td>Clerical &amp; Secretarial</td>
</tr>
<tr>
<td>62801</td>
<td>Regular Student Employment</td>
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<tr>
<td>63000</td>
<td>Fringe Benefits</td>
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<tr>
<td>7400</td>
<td>Travel</td>
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<tr>
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<td>No increase is required.</td>
</tr>
<tr>
<td>75210</td>
<td>Postage &amp; Post Office Charges</td>
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<tr>
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<td>No increase is required.</td>
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<tr>
<td>75220</td>
<td>Telephone  Local Service</td>
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<tr>
<td></td>
<td>No increase is requested.</td>
</tr>
<tr>
<td>75230</td>
<td>Telephone Long Distance</td>
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</tr>
<tr>
<td>75240</td>
<td>Telephone Installation &amp; Maintenance</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>75660</td>
<td>Maintenance Contracts-Equipment</td>
</tr>
<tr>
<td></td>
<td>No increase is requested.</td>
</tr>
<tr>
<td>75790</td>
<td>Other Professional Fees &amp; Services</td>
</tr>
<tr>
<td></td>
<td>No increase is requested.</td>
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</tbody>
</table>
75870  Computer Software Acquisitions  
**No increase is requested.**

7600  Commodities  
**No increase is requested.**

The Accountancy Department requires a budget line-item for Adjunct faculty in the amount of $28,000. This will cover amounts expended in the past (Fall 3, Spring 4, and Summer 7) for adjunct faculty.

The Accountancy Department requires a budget line-item for Faculty Development in the amount of $2,000. This will cover the amounts needed to keep the department up to date on accounting matters. Presently all accountancy faculty are Certified Public Accountants. CPAs are required by law to obtain 40 hours of Continuing Professional Education per year. Faculty are presently spending their own funds (in excess of $500 each) to maintain certifications that DSU sees as desirable and necessary. See University Goal D.

The Accountancy Department requires a budget line-item for Equipment in the amount of $6,500. Currently, there are several items that are needed for our department to improve the quality of instruction. These include the following: (See University Goal E)

1. **Infocus Projector.**  **$4500**
   The Accountancy department needs an infocus projector. Faculty are increasingly using power point presentations. As we develop additional skills the demand for the projector increases and there are more conflicts concerning use of the projector. These conflicts, or the unavailability of projectors impact student learning in the classroom.

2. **Mounting of Projectors in the classroom.**  **$1000**
   An infocus projector used by the department should be mounted in Room 114. Presently the projector is placed on a desk that students use with wires running across the floor. Eventually, the projector will be knocked off the desk and broken. Mounting the projector on the ceiling will protect the equipment and allow the room to be more fully utilized. In addition, a ceiling mount will provide for improved viewing in the classroom.

3. **Lecterns that include computer mounts.**  **$1000**
   Instructors need a lectern which will hold a computer and monitor so they may face the class when the projection devices are in use. The Accountancy Department requires two.
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<tr>
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<th>Account Name</th>
<th>Budget 2000</th>
<th>Increase/Decrease</th>
<th>Budget Request 2001</th>
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### Delta State University

**Unit Budget Plan**  
**FY 2001 Budget**  
**As of 07-Mar-2000**

**Organization:** 0401 Accounting  
**Fund:** 10 Unrestricted General Fund

#### Prior Year: 1999  
#### Phase 1: Adjust Budget  
#### Phase 2: Changes  
#### Phase 3: Approved  
#### Priority

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**Justification:**

Faculty Development is needed to help insure that faculty maintain current certification and keep up to date on Accounting matters.
ORGANIZATION: 0401  Accounting  
FUND:  1.0  Unrestricted General Fund  

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<tr>
<th>PRIOR YEAR</th>
<th>PHASE 1: ADJBD</th>
<th>PHASE 2: CHANGE</th>
<th>PHASE 3: APPRVD</th>
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EQUIPMENT:

The department requires additional equipment to improve the quality of instruction:

- Infocus Projector: $4,500
- Projector Mountings: 1,000
- Lecterns: 1,000
- Total Net: 6,500

PROGRAM TOTAL:

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<td>Total Revenue</td>
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<tr>
<td>Total Labor</td>
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<td>559,277.00</td>
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<tr>
<td>Total Expense</td>
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FUND TOTAL:

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<td>-573,164.00</td>
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ORGANIZATION TOTAL:

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<tr>
<td>Total Revenue</td>
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<td>Total Transfers</td>
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<td>-539,812.00</td>
<td>-573,164.00</td>
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Delta State University  
Annual Report for the  
1999 Calendar Year  
and Budget Request for 2001

I. Department:  Computer Information Systems/OAD/BED  
College: Business  
Unit Administrator: Keith E. Atkinson, Chair

II. Data and Information for Computer Information Systems:

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</thead>
<tbody>
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<td>A. Number of majors</td>
<td>197</td>
<td>131</td>
<td>180</td>
<td>186</td>
<td>140</td>
<td>130</td>
</tr>
</tbody>
</table>
| B. Credit hours, undergraduate
  Credit hours, graduate | 4818 | 5144 | 5077 | 4866 | 4057 | 3965 |
| C. Number of graduates
  CIS Major            | 18   | 11   | 19   | 14   | 19   | 21   |
| IT Major             | 18   | 15   | 7    | 6    | 4    | 13   |
| D. Class Size        |      |      |      |      |      |      |
|                      | Spring | Summer | Fall |
| Undergraduate        | 28     | 13      | 28 |
| Graduate             | 12     |         | 1  |
| E. Faculty Advisement| Fall   |         |     |
| Hardy                | 77     |         |  8 |
| Kandies              | 12     |         |  2 |
| Gray                 | 62     |         |  1 |
| Hale                 | 20     |         |  1 |
| Webster              | 14     |         |  1 |
| Byrd                 | 12     |         |  1 |
| F. Grade Distribution| Spring | Summer | Fall |
|                      | 34%    | 43%    | 34% |
|                      | 37     | 45     | 30  |
|                      | 17     | 5      | 20  |
|                      | 3      |        |  3  |
|                      | 6      |        |  6  |
|                      | 2      | 6      |  5  |
|                      |        |        |  2  |
|                      | 100%   | 100%   | 100%|

G. DSU Writing Proficiency Exam Results

|                      | Spring | Summer | Fall |
|                      | 53%    | 55%    | 55%  |
| Percentage of DSU Students Passing Exam | 33     | 20     | 33   |
| Percentage of CIS Students Passing Exam  | 33     | 20     | 33   |
H. Follow-up of Computer Information System Graduates
   - The Division maintains a computerized alumni database which has grown to approximately 800 records.
   - All CIS alumni were sent a written invitation to homecoming.

I. Other
   **Student Relations**

   CIS faculty work with students and employers to place students in suitable employment. The Department works closely with the Placement office to insure students are informed of open positions, and their resume's are listed with Career Connections.

   The Department sponsors the Student Computer Information Systems Association (SCISA).

   **Professional Community Relations**

   The Department formed and met with the Computer Information Systems Advisory Board which provided input on the CIS program. The Board will continue to meet on a regular basis to evaluate the department's curriculum and offer advise on the department's programs.

   The Department conducted 10 scheduled microcomputer workshops with approximately 120 participants.

   The department continues to work with area employers to locate suitable employees, both full-time and part-time.

   The Department developed and supports a CIS/Accountancy homepage which facilitates communication with and networking among alumni and provides a recruiting tool for potential students.

   Faculty continue to assist local businesses in solving their computer problems.

   Dr. Kandies taught a workshop for College of Business faculty on developing Webpages.

III. **Personnel**

   The Computer Information Systems Department has six full time faculty members (two with doctorates).

   Noteworthy activities and accomplishments:
   - Dr. Mary Jean Lush served as Editor of Omicron Tau Theta's (OTT) *Journal of Vocational & Technical Education*, since 1990. She also served as Marketing Editor of the Business Education Forum during 1999.
   - Drs. Jerry Kandies, Lush and Bunn presented papers at professional conferences, had abstracts published in several refereed proceedings, and had articles published in refereed journals.
• Dr. Kandies continued to maintain a home page for the Association for Collegiate Business Schools and Programs (ACBSP).

• The Department continues to work in the IBM AS400 Educational Partnership Program. Instructors Vicki Webster and Lynn Byrd began work on their Ph.D.’s.

• Claude Hale conducted a survey of CIS/MIS programs in the South with which to compare Delta State’s program. The analysis is currently being performed.

New position(s) requested

• None

Changes of Status

• Dr. Michelle Roberts is recommended for promotion from Assistant Professor to Associate Professor.

IV. Degree Program Additions/Deletions

• None

V. Departmental Goals

GOAL 1
Enhance educational experiences at all levels by providing student internships and other career-development opportunities and by encouraging student research and other creative work.

School of Business Goals 3, 6; University Goals 1, 7, 8, 15

Expected Results:

• Establishing and/or maintaining successful internship programs for CIS programs will be difficult because of corporate downsizing trends.

Assessment Procedures:

• Student performance in internship and externships positions for CIS majors

Actual Results:

• Employers of our CIS interns have provided us with satisfactory reports of internship success
• Because of a high demand for AS/400 programmers and other computing professionals, corporations in Memphis and Jackson have approached us to establish CIS internships. We are currently unable to meet the demand because of logistical problems involving distance, etc.
Use of Results:

- The Department will continue to work with corporations in Memphis and Jackson concerning innovative ways to structure internships in order to avoid the logistical problems.
- The Department will continue to seek potential part-time programming opportunities for CIS majors and work to establish part-time internships locally.

GOAL 2
To improve computer literacy for all students by facilitating the use of appropriate hardware and software packages in courses throughout the curriculum.

School of Business Goals 3, 4; University Goals 1, 6, 8

Expected Results:

- The CIS faculty will continue to introduce students to new technology in service courses.
- The CIS faculty will work with teachers from other disciplines as requested/required to provide students with quality educational experiences with computing technology for both in-class and out-of-class settings.

Assessment Procedures:

- Student computing capability was evaluated through hands-on class projects.
- Faculty who took workshops completed evaluation forms. Results were analyzed.

Actual Results:

- CIS faculty members teaching service courses have encouraged all students to obtain computer accounts for Internet access by incorporating special projects into their courses.
- CIS faculty worked with School of Education faculty and administrators to obtain funding and design training for DSU School of Education faculty and students.
- School of Education faculty and students who took workshops gave very favorable evaluations.

Use of Results:

- CIS faculty will provide training sessions for School of Education and other DSU faculty in 1998.
- CIS faculty, working with Delta Technology Partners, will additionally focus to provide training in integrating technology and curriculum.

GOAL 3
To accommodate non-traditional students and the general public by offering a comprehensive program of continuing education, including off-campus classes, independent-study courses by correspondence, non-credit courses, conferences, and workshops.

School of Business Goals 3, 6, 7; University Goals 1, 3, 5, 7, 13
Expected Results:

- The Division will present offerings to accommodate non-traditional students and the general public. These offerings will include night and other once-per-week sessions of its on-campus courses which will constitute at least 20% of its total offerings.
- The Division will provide a microcomputer workshop series on Saturdays and ad hoc workshops (both on and off campus) for requesting organizations.

Assessment Procedures:

- Records of night classes, other once-per-week classes, and workshops were maintained.
- Student evaluations, were conducted in all workshops. Data gathered from these evaluations were analyzed.

Actual Results:

- The Division offered 8 night and once-per-week classes in Spring 1999 and 9 night and once-per-week classes in Fall 1999, constituting 30 percent of its total for-credit offerings.
- The Division also conducted 10 scheduled and ad hoc workshops during 1999. Comments made by students were favorable and will be used to change our offerings.

Use of Results:

Based on responses on open-end questions from workshop participants the following changes have been or will be implemented:

- All workshops were directed by a faculty or staff member and one assistant.
- All workshops were completed by the end of March to avoid Spring conflicts.
- Workshops will not begin before school begins in January to reduce conflicts with course registrations.
- The need to teach Office 97 in Workshops has been addressed.
- The 1999 workshops are using Windows 98.

GOAL 4
CIS graduates will demonstrate professionalism in their field.

School of Business Goals 3, 6; University Goals 1, 7, 9, 10

Expected Results:

- CIS students will join and actively participate in a discipline-related professional organization, such as Student Computer Information Systems Association (SCISA).

Assessment Procedures:

- Analysis of student organization membership data
• Demonstrated effectiveness in participating in local, state, and national meetings/competitive events
• Analysis of student organization community-service activities

Actual Results:
• The organization was formed and had one meeting in 1999.

Use of Results:
• Membership and participation is not what the department desires. Additional efforts will be made to increase participation in the organization. In 2000, a monthly meeting will be held.

GOAL 5
CIS faculty will demonstrate professionalism in their field.

School of Business Goals 1, 2, 6, 7, 8; University Goals 2, 3, 7, 8

Expected Results:
• Faculty members will join and actively participate in a discipline-related professional organization(s)
• Faculty members will attend state and national conferences
• Faculty members will promote Delta State University

Assessment Procedures:
• Faculty members will submit a copy of the conference program and a summary of workshops attended.
• Faculty members will propose organization meetings on DSU campus in order to gain exposure for the university.

Actual Results:
• Faculty members are currently promoting DSU by attending professional meetings.

Use of Results:
• Faculty members are better prepared to relate to employers and to teach current techniques.

GOAL 6
Provide a sufficient number of qualified faculty members to adequately support maintenance of program accreditations and to provide appropriate curricula for CIS and other business students.

School of Business Goals 1, 2, 3; University Goals 1, 2, 3, 4

Expected Results:
• CIS faculty members will have appropriate degrees, certifications, and licenses in sufficient percentages to meet accreditation standards.
• There will be enough faculty members with appropriate expertise to meet the changing demands of information technology.

Assessment Procedures:

• Evaluating degrees, certifications, and license attained
• Assessing demand for new faculty or new expertise based upon analysis of information technology developments.

Actual Results:

• Additional faculty (Claude Hale) with appropriate credentials were added this year. Mr. Hale holds a Master’s degree and has over thirty years experience in the computer industry. In addition, Lynn Byrd and Vicki Webster entered Ph.D. programs.

Use of Results:

• Progress is being made in attaining qualified faculty and in upgrading current faculty’s skills. However, additional skills are needed at least one faculty will go to training this summer (2000).

UNIT GOAL 7
Ensure that all instructors in CIS classes incorporate appropriate use of technology and communication skills.

School of Business Goals 3, 4; University Goals 1, 6

Expected Results:

• All division classrooms will continue to be equipped with a computer, Internet access, a computer projection device, and other audio-visual equipment as needed. All division classes will use the technology provided as appropriate.

Assessment Procedures:

• Evaluating technology use documented in syllabi.
• Evaluating classroom observations conducted by chair
• Evaluating both formal and informal feedback from students through student evaluations.

Actual Results:

• Department Chair observed appropriate equipment in each classroom. The use of the equipment is evidenced through course syllabi and student evaluations (Fall 99).

Use of Results:
• Use of technology was appropriate for courses being taught and will continue to be used.

GOAL 8
Provide division faculty members with renovated and more functional office space equipped with sufficiently up-to-date computing technology.

School of Business Goals 1, 2, 3, 6, 10; University Goals 1, 2, 3, 6, 8, 10, 11

Expected Results:
• Office in Jobe will be renovated, adding modular furniture to enhance workspace and minimize space problems.
• Each faculty member’s office will contain state-of-the-art computing equipment, updated no less than every two years.

(Note: Professional computing teachers must have up-to-date equipment in order to teach effectively and be scholarly active.)

Assessment:
• Renovation will be observed when approved and started.
• Faculty members are canvassed annually each fall concerning the age and usefulness of their computing equipment

Actual Results:
• No changes were made to Jobe Hall during the year. However, more classes are being taught in Broom Hall. Broom 115 is currently being used for CIS courses. All CIS faculty received new equipment in the Fall of 1999.

Use of Results:
• Jobe still needs to be renovated.

GOAL 9
Provide and maintain renovated classroom space in Jobe with adequate environmental controls for student and teacher comfort and with state-of-the-art computing, projection, and connectivity technology.

School of Business Goals 1, 2, 3, 4, 10; University Goals 1, 2, 3, 6, 11

Expected Results:
• Jobe classrooms will be renovated and provided with adequate, controlled heating and cooling systems.
• Division classrooms will continue to contain state-of-the-art computing, projection, and connectivity equipment.
(Note: Computing classes must be taught with up-to-date technology in order to be competitive with other institutions and to make our graduates competitive.)

Assessment:

- Renovation will be observed when approved and started.
- Department Chair will observe equipment in each classroom each fall to ascertain the age and usefulness of the computing equipment.

Actual Results:

- No changes were made to Jobe Hall during the year. However, more CIS classes are being taught in Broom Hall. Equipment in several classrooms needs to be upgraded.

Use of Results:

- Additional efforts will be made to gain approval and funds for the renovation of Jobe. Additional equipment has been ordered for the classrooms and should be in place by the Fall of 2000.

GOAL 10
Continue to maintain an alumni database for CIS graduates.

School of Business Goals 3, 11; University Goals 1, 7, 14, 15

Expected Results:

- Existing alumni database will continue to be maintained and updated with an Internet interface added.
- Letters and/or e-mail communications will be mailed to alumni at least once per year.

Assessment Procedures:

- The number of active alumni records in the CIS database will increase.

Actual Results:

- The number of active alumni records in the CIS database increased by approximately 30.

Use of Results:

- The efforts to locate CIS alumni will continue.

GOAL 11
Maintain a comprehensive program of student advisement to increase student retention and graduation rates, including issuing up-to-date "advisement hints" to advisors and students and providing orientation
for new advisors.

School of Business Goals 3, 5; University Goal 10

Expected Results:

- A file documenting advisement will be maintained for each student.
- "Advisement hints" will be revised and re-published each semester.
- Chair will ensure completion of computerized applications for degree beginning in the students’ junior year.

Assessment Procedures:

- Advisement hints will be published for students and faculty each year.
- Complaints from students and the registrar’s office will be logged concerning noncompliance with degree filing procedures.
- Chair will review student’s application for graduation and files.

Actual Results:

- All graduating students had proper files. There were no complaints from students or from the registrar’s office during the year.

Use of Results:

- Current procedures effective and will be continued.

GOAL 12
Provide and maintain appropriate curricula to prepare CIS students for professional careers with area employers.

School of Business Goal 3; University Goal 1

Expected Results:

- Employers will seek DSU graduates.

Assessment Procedures:

- Students will be sought after by employers. Employers will call DSU and seek to hire graduates. CIS Advisory Board will be formed to review the curriculum and make recommendations.

Actual Results:
• The demand for students far exceeded the supply of graduates. The CIS Advisory Board was formed in the fall of 1999, the first meeting will be held in the Spring of 2000.

Use of Results:

• Because demand exceeds supply of graduates, additional recruiting efforts will be made next year to attract additional students.

GOAL 13  *NEW GOAL FOR 2000*

Provide appropriate training for faculty to keep them up to date on latest information technology issues and techniques.

School of Business Goal 3; University Goal 1

Expected Results:

• At least one faculty member will attend training to improve their skills.

Assessment Procedures:

• At least one faculty member will attend training.
VI. Student Outcomes

Major: Computer Information Systems

Degree B.B.A.

Student Outcome 1:

Graduates majoring in the CIS Programmer/Analyst track will be properly prepared in their chosen field.

Expected Results:

- At least 60 percent of CIS graduates will earn a grade of "B" or higher, and at least 25% an "A," in CIS 451 (Programming Project Management) by completing a project in which they demonstrate the capability to design, program, and implement a computer-based information system which meets an actual need of an organization.

Assessment Procedures:

- Analysis of the student’s performance in CIS 451

Actual Results:

- In 1999, 16 students took CIS 451. Six (37.5%) of these students earned a grade of "A," eight (50%) earned a "B," and two (12.5%) earned a "C".

Use of Results:

- Our goals were met in 1999. We continue to expect 60%, "B" and 25%, "A".
- The CIS 451 instructor will continue to meet with individual groups and with the entire class.

Student Outcome 2:

Each graduate majoring in the CIS Information Technology (CIS IT) track will be properly prepared to support an organization’s personal and small workgroup information systems, including use of intranets and the Internet.

Expected Results:

- At least 50 percent of CIS majors will earn a grade of "B" or higher in CIS 455 (Database Project) by completing several projects in which they demonstrate the capability to develop personal and/or small workgroup information systems.

Assessment Procedures:

- Grades assigned in CIS 455 in the fall of 1999 will be reviewed.
Actual Results:

- Three students earned a grade of "A", seven students earned a grade of "B", and ten students earned a grade of "C". Goals were met in 1999.

Use of Results:

- The amended requirements and prerequisites for CIS courses, and in particular CIS 415 are having the desired effect. In order to take a CIS upper-level course, a student must earn a "C" in its prerequisite course beginning with the fall semester of 1997. In 1997 we also changed the prerequisite courses for CIS 455. All CIS IT majors must take Visual Basic and two hardware-related courses. CIS 331, System Analysis, has been dropped; and CIS 335 has been upgraded and renamed End-user Systems Support. We believe these prerequisites to be more germane and that they will better prepare students for CIS 455. Students, employers, and prospective employers have applauded these decisions. We will continue to evaluate results to ensure amended prerequisite requirements achieve desired outcomes.

Student Outcome 3:
Each graduate of CIS will demonstrate the skills needed to use industry-standard productivity software, including a DBMS, a word processor, a spreadsheet with graphics, and an electronic presentation/multimedia program.

Expected Results:

- Each graduate will prepare a portfolio which demonstrates proficiency in use of word processing, spreadsheet, database management system, and multimedia software.

Assessment Procedures:

- Evaluation of the student’s portfolios developed in CIS 450 and CIS 451 for Programmer/Analysts
- Evaluation of the student’s portfolios developed in CIS 335 and CIS 455 for Software Specialists

Actual Results:

- All students who graduated successfully completed a portfolio in 1999.

Use of Results:

- We will continue to stress the development of student portfolios.

Student Outcome 4:

- CIS Programmer/Analyst graduates will earn professional certification in their field.

Expected Results:

- CIS Programmer/Analyst students who sit for the Associate Computer Programmer Examination
(ACP) (a nationally normed exam) will successfully earn ACP certification from the Institute for Certification of Computer Professionals (ICCP).

Assessment Procedures:

- Analysis of scores on the ACP Core and Specialty exams

Actual Results:

- In 1999, we were unable to arrange a sitting for the ACP for our students. The cost to the students prohibited our requiring it, and we were unable to get enough volunteers.

Use of Results:

- We are unable to find an appropriate and affordable nationally normed exam for CIS IT students, therefore we recommend the following new student outcome.

Student Outcome 5:

CIS Programmer/Analyst Track graduates will find employment in their field.

Expected Results:

- It is anticipated that at least 85% of the CIS programmer/analyst graduates, with 2.5 GPA or above will have found employment in the field within six months of graduation. A 2.5 GPA is one standard deviation below the new GPA for all DSU graduates.

Assessment Procedures:

- The Division will conduct informal surveys of CIS Programmer/Analyst students, graduates, and employers to determine their perceptions of the program quality and content, as well as to determine the employment rate of CIS Programmer/Analyst graduates. This assessment will be conducted periodically. The first year to be assessed will be 2000.

Actual Results:

- During 1999, most CIS graduates are finding employment in their field.

Use of Results:

- Because most CIS graduates are finding employment in the CIS field, no additional modifications of the program are planned at this time.
## Unit Budget Plan

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### Justification:

1. **8250--COMPUTER EQUIPMENT**
   Additional projection devices and computers are needed for classroom instruction. An additional server is required to teach the hands-on Web Development course that is scheduled for the Fall of 2000.

   - Server for Web Development course: $2,000
   - Projection Devices: $8,000
   - Total: $10,000

2. **7600--COMMODITIES**
   No change.

3. **5660--MAINTENANCE CONTRACTS**
   No change.

4. **5870--COMPUTER SOFTWARE**
   No change.

5. **5220--TELEPHONE-LOCAL**
   No change.
6. **5230--TELEPHONE--LONG DISTANCE**

   No change.

7. **5820--DUES**

   No change.

8. **2801--REGULAR STUDENT EMPLOYEES**

   No change.

9. **7400--TRAVEL**

   No change.

10. **5210--POSTAGE & POST OFFICE CHARGES**

    No change.

11. **5240--TELEPHONE INSTALLATION**

    No change.

12. **5690--REPAIR & SERVICE**

    No change.

13. **5810--INSURANCE**

    No change.

14. **5840--SUBSCRIPTION**

    No change.

15. **New — FACULTY DEVELOPMENT**

    Due to the rapid change in technology, the department needs budgeted funds in order systematically schedule additional training for faculty.
## BUDGET YEAR 1

**ORGANIZATION:** 0402  Computer Info Sys & Office Admin  
**FUND:** 10  Unrestricted General Fund

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**Faculty Development**  
3,000.00
**FACULTY DEVELOPMENT**

Due to the rapid change in technology, the department needs budgeted funds in order to systematically schedule training for faculty.

**DATA PROCESSING EQUIPMENT**

Additional projection devices and computer equipment is needed for classroom instruction. An additional server is required to teach the hands-on Web Development Course that is scheduled for Fall 2000.