Delta State University  
Annual Report for the  
2001 Calendar Year  
and Budget Request for 2003

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

II. Data and Information for Computer Information Systems:

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<td>D. Class Size</td>
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<td>F. Grade Distribution</td>
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G. DSU Writing Proficiency Exam Results

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<tr>
<td>Percentage of DSU Students Passing Exam</td>
<td>50%</td>
<td>59%</td>
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<tr>
<td>Percentage of CIS Students Passing Exam</td>
<td>46</td>
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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 works 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 résumé'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 that 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 MOUS exams.

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 that facilitates communication with and networking among alumni and provides a recruiting tool for potential students.

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

III. Personnel

The Computer Information Systems Department has six full time faculty members (one with a doctorate).

- Dr. Hardy made two FORBES professional presentations.
- Mr. Gray made one FORBES professional presentation, and attended one professional meeting.
- The Department continues to work in the IBM AS400 Educational Partnership Program
- Instructors Vicki Webster and Lynn Byrd continued work on their Ph.D.'s.
New position(s) requested

- None

Changes of Status

- None

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 2002.
- 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 MOUS examinations for requesting organizations.
Assessment Procedures:

- Records of night classes, other once-per-week classes, and workshops were maintained.
- Student evaluations, consisting of six objective and three open-ended questions, were conducted in all workshops. Data gathered from these evaluations were analyzed.
- Telephone requests and written requests for specific workshops were analyzed.

Actual Results:

- The Division offered 6 night and once-per-week classes in Spring 2001 and 7 night and once-per-week classes in Fall 2001, constituting 25 percent of its total for-credit offerings.
- The Division also conducted 5 MOUS examinations during 2001.

Use of Results:

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

- MOUS exams will be discontinued in the future due to a low need and software difficulties

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 is currently meeting. Several students are members.

Use of Results:

- Membership and participation is not what the department desires. Additional efforts will be made to increase participation in the organization.
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.
· Two faculty members will be sent to professional workshops in 2002.

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 with appropriate credentials were added this year. In addition, Lynn Byrd and Vicki Webster continued Ph.D. programs.

Use of Results:

- Progress is being made in attaining qualified faculty and in upgrading current faculty’s skills.

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

Actual Results:

- Classrooms contained appropriate equipment.

Use of Results:

- Use of technology was appropriate for courses being taught.

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:

- Assessing results of renovation
- Assessing age and utility of faculty 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.

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:

- Evaluating results of renovation
- Assessing age and utility of each classroom’s technology

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.
Use of Results:

- Additional efforts will be made to gain approval and funds for the renovation of Jobe.

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:

- Assessing percentage of alumni records active in the database

Actual Results:

- The percentage of alumni records continues to increase.

Use of Results:

- Additional efforts will be made to locate CIS alumni.

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:

- Analyzing problems which result in untimely graduation
- Analyzing feedback from students
Actual Results:

- There were no problems with graduating seniors during 2001. Students feel they are being advised properly and adequately.

Use of Results:

- Additional efforts will be made to continue to properly advise students.

GOAL 12
Provide and maintain appropriate curricula to prepare CIS students for professional careers with area employers. Attainment of this goal will be measured by assessing student outcomes as indicated below.

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.

Actual Results:

- The demand for students continues to exceed the supply of graduates.

Use of Results:

- Recruiting efforts will be increased.

GOAL 13
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:
No progress was made during 2001. However, 2 faculty have been scheduled to attend a one week workshop during the summer of 2002.
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 2002, in 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 2001. 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:

- Analysis of student’s performance in CIS 455
Actual Results:

- 15% of students earned a grade of “A”, 35% of students earned a grade of “B”, and 50% of students earned a grade of “C”. Goals were met.

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.

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 2001, 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 will be 2002.

Actual Results:

• 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

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.
   
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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.