

Subject: Department Assessment Plan

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General:

The assessment process is a plan expected of all departments at Elon University. The purpose of this document is to formalize the assessment process for the BS in CS, BA in CS, BS in CIS and BA in CIS.

Department Goals:

The goals for the department are derived from a top down and a bottom up manner. The top down derivation starts with the ABET guidelines.

The CIS majors use the following documents:

- [IS2002: Model Curriculum and Guidelines for Undergraduate Degree Programs in Information Systems.](#)
- [CIS course template](#) (a superset of ABET format for course description and assessment)

The CS majors use the following documents:

- [Year 2001 Model Curricula for Computing \(Computing Curricula 2001\)](#)
- [CS2008 Curriculum Update](#)
- [CSC course template](#) (a superset of ABET format for course description and assessment)

Course Coordinators start with these documents and then make suggested changes to fit the needs of the department. The course coordinators tie in their course goals and learning objectives to specific program outcomes. The matching of course learning outcomes/objectives to program outcomes is documented in December/January and August through completed CIS and CSC course assessment templates. The course

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coordinator learning outcomes are raised in a bottom up manner to match program outcomes and the program outcomes are distributed in a top down manner to be reflected in course goals and learning objectives. In addition, the department reviews the overall plan.

Assessment Timeline:

Summer retreat:

- Course coordinators turn in electronic version of ABET formatted document templates to department chair showing fall course learning objectives, changes from prior offering and assessment plans for the fall. The learning objectives will show the program outcome that it contributes to.
- Review course prerequisites and insure they are consistent with learning outcomes of prerequisite courses.
- Establish curriculum changes to propose for year.
- Identify key program outcome assessment items for fall semester and in some cases for entire academic year. Identify courses that will report against these program outcomes.
- Review this assessment document.

August Planning Week

- All course syllabi placed on file with Bernice. Each syllabus will contain a section on course goals and a section on learning objectives.

November:

- Schedule and give Computing Sciences ETS test for seniors.
- Students complete formal Elon student evaluation of the learning process surveys in all courses.

December:

- Course coordinators electronically submit completed ABET formatted documented templates of fall course assessments to department chair. These assessments should close the loop on the preliminary course template submitted in August and describe suggested changes for next offering. Courses selected to evaluate a program outcome need to describe assessment against program outcome.
- In a self study year, prior to a SACS or ABET accreditation, Course coordinators turn in 3 ring binders for each course taught in fall semester in hardcopy. Booklet will contain syllabus, course assessment, a complete set of assignments, tests, and important handouts and samples of graded student work on all assignments, written reports and other documents, and tests. Examples of excellent, satisfactory, and poor student work should be included. The next anticipated SACS visit is in AY 2011-12. The department continues to consider but is currently not pursuing ABET accreditation.
- Courseware changes needed for spring semester identified.
- Distribute department alumni newsletter.

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January:

- Hold a department meeting to assess department and course goals for the fall semester.
- Course coordinators of courses not assessed in fall turn in electronic version of ABET formatted document templates to department chair showing spring course learning objectives, changes from prior offering and assessment plans for the spring. The learning objectives will show the program outcome that it contributes to.
- Review course prerequisites and insure they are consistent with learning outcomes of prerequisite courses.
- Faculty turns in Unit 1 self assessment as required by University containing their assessment of teaching and contributions within the life of the university and professional activity. Faculty has data from November student surveys.
- Faculty turns in updated CV to provost office and electronic copy to department chair.
- Department chair prepares Unit 3 evaluation of each faculty member as required by University. The evaluation is based on same criteria as Unit 1.
- ETS results assessed for Computer Science majors. Students needing remedial training will be identified.

February:

- All course syllabi for Spring placed on file with Bernice. Each syllabus will contain a section on course goals and a section on learning objectives.

April:

- Senior surveys administered for CIS majors
- Senior surveys administered for CS majors.
- Faculty submit lab software requests for installation for fall

May:

- Hold a meeting to assess department goals for the spring semester.
- Course coordinators electronically submit completed ABET formatted documented templates of spring course assessments to department chair. These assessments should close the loop on the preliminary course template submitted in January and describe suggested changes for next offering. Courses selected to evaluate a program outcome need to describe assessment against program outcome
- Assess annual goals
- Assess senior surveys
- Assess alumni surveys (alternate years)
- Assess library acquisitions for year
- Assess internships for year

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- Hold a department meeting to identify annual goals for the next academic year.
- Department chair (or designated department representative(s) reviews senior surveys and has one on one exit interviews with selected graduating seniors.
- In a self study year, prior to a SACS or ABET accreditation, Course coordinators turn in 3 ring binders for each course taught in spring semester in hardcopy (courses taught in fall are not needed). Booklet will contain syllabus, course assessment, a complete set of assignments, tests, and important handouts and samples of graded student work on all assignments, written reports and other documents, and tests. Examples of excellent, satisfactory, and poor student work should be included.

June:

- Department annual report to Dean's office and Department of Institutional Research.

Assessment Timeline in Tabular Form

Assessment Method	Committee / Person Responsible For Conducting Assessment	Objectives Covered	Assessment Conducted	Committee / Person Responsible for Evaluating Assessment	Assessment Evaluated
External Review	Approved Reviewer	All CIS, CSC program outcomes	Every 5 years	Department Chair	Every 5 years. Last review Oct 04. Next review is scheduled for Oct. 1-2, 09
CS ETS Exam	CS Designated Faculty	2.2 on five year plan CSC Program outcomes 1, 2, 3, 9, 10, 11	Each Fall	Department CS Faculty	Each January AY 05-06 1 of 4 students failed. Increased penalty for failure with required programming examples. AY 06-07 all 9 students passed AY 07-08 - 1 student failed and 7 passed. Failed student did not graduate. AY 08-09 – All students passed. Top 20%
Student Evaluation of the Learning Process Surveys	Each Instructor	Five year plan 4.2	Fall semester	Individual Instructor and Department Chair	Fall semester Results discussed in unit 1, unit 3 Spring semester in annual report
Internship Reflections	Internship Coordinator	Five year plan 4.3	Spring semester	Department Chair	Each Spring Results provided

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		All program outcomes depending on internship			in annual report. AY 08-09 – Nice increase in number of internships.
Curriculum Review	Department Curriculum Committee	All student outcomes Five year goals 2.1, 2.2 and 2.3	Ongoing	University Curriculum Committee	Each Fall and Spring No actions taken in 05-06. MMA changes identified for 06-07. 06-07 – Revised MMA, BA/BS in CIS and BA/BS in CSC 07-08 started implementation of new curriculum 08-09 all courses in new curriculum have been taught
Course Assessments	Course Coordinators	Five year plan 2.1, 2.2	Each semester	Department Chair	Each semester
Faculty Unit 1 Evaluations	Each Faculty Member	Five year plan 2.1, 3.1, 3.2	January 15	Department Chair	January 20 of each year
Faculty Unit 3 Evaluations	Department Chair	Five year plan 3.1, 3.2	January 30	Dean	January 30 of each year
Senior Exit Survey	Department Chair	Program outcomes 1-11 Five year plan 4.2	Each Spring	Department Chair	Each Spring AY 05-06 Students are requesting Oracle AY 06-07 Oracle used in CIS 301. Surveys for CSC had no requests. CIS had only 2 graduates so no

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					<p>meaningful comparison could be made.</p> <p>AY 07-08 CIS and CSC surveyed. Need better information of programming team and ACM</p> <p>AY 08-09 CIS and CSC surveyed with new survey. CSC and CIS students are pleased with program. No trend of recommendations.</p>
Senior Exit Survey Followup	Department Chair	<p>Program outcomes 1-11</p> <p>Five year plan 4.2</p>	Each Spring	Department Chair	<p>Each Spring</p> <p>AY 05-06 Dept. chair to task curriculum committee with requiring Oracle.</p> <p>AY 06-07 identified as a program yearly objective but not addressed due to 3 new curriculum proposals. However, Megan used Oracle in her course CSC 301.</p> <p>AY 07-08 – Carpenter lab dual boot. Network lab established.</p> <p>AY 08-09 – New</p>

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					chairs purchased for Carpenter lab.
Alumni Survey	Newsletter Faculty	Five year plan 4.4	Alternate Years	Department Chair	<p>Spring of Alternate Years</p> <p>AY 05-06 Developed and Requested to be added to school wide survey by Prof. Hightower but school dropped initiative</p> <p>AY 07-08 Alex, Lynn, Dave interviewed 2 industry executives – Dave interviewed 4 graduates in CSC and 2 industry executives</p> <p>AY 08-09 – Interviewed four students in graduate school to determine preparedness for graduate school. Students felt better prepared than peers.</p>
Library Collection and Acquisition Report	Department Library Representative	Five year plan 2.4	Spring	Department Chair	<p>Each Spring</p> <p>05-06, 06-07, 07-08 and 08-09 exhausted full budget on balanced assortment of CS and CIS materials.</p>
Annual Report	Department Faculty	1 or 2 program	Each Spring	Department chair	Each Spring

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		outcomes selected each year. Intent is to evaluate all every 5 years			Submitted for 02, 03, 04, 05, 06, 07, 08 and 09
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