

PROGRAM REVIEW Fall 2020

Program: CIS-CNT-CS

Division: STEM

Date: 11/2/2020

Writer(s): LaVaughn Hart, Bill Komanetsky, Carlos Moreno, Debbie Fields, Jeffrey Weichert, Moh Daoud

SLO/SAO Point-Person: LaVaughn Hart (Bill Komanetsky starting January 2021)

Audience: Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public.

Uses: This Program Review will be used to inform the campus and community about your program. It will also be used in the processes of creating Division Summaries, determining College Planning Priorities and allocating resources. A final use is to document fulfillment of accreditation requirements.

Please note: Program Review is NOT in itself a vehicle for making requests. All requests should be made through appropriate processes (e.g. Instructional Equipment Request Process) or directed to your dean or supervisor.

Time Frame: This Program Review should reflect on program status during the 2020-21 academic year. It should describe plans starting now and continuing through 2021-22.

Sections: This Program Review has been shortened due to the COVID-19 pandemic. The Program Review Committee understands that you are completing this program review in a time of stress and disruption and that this may affect many of your responses. Sections and questions are marked with the name of the committee or office that will use the information.

- The first section focuses on general program reflection and planning.
- The second section has specific questions to be filled out by all programs this year.
- The third section is a review of curriculum, to be filled out only by programs with curriculum.

Topics: The Program Review Glossary defines key terms. Writers should review this glossary before writing: <https://bit.ly/2LqPxOW>

For Help: Contact Nadiyah Taylor: ntaylor@laspositascollege.edu.

A list of contacts for help with specific sections is provided on the Program Review website under the “tools for writers” tab. [<https://bit.ly/3fY7Ead>]

Instructions:

- 1) Please respond to each question as completely as possible.
- 2) If the requested information does not apply to your program, write “Not Applicable.”
- 3) Optional: Communicate with your dean about completing this document.
- 4) Send an electronic copy of this form to Nadiyah Taylor and your dean by Monday, November 2.

Links:

Program Review Home Page: laspositascollege.edu/instructionalprogramreview

Fall 2019 Program Reviews: laspositascollege.edu/programreview/pr2019.php

Frequently Asked Questions: laspositascollege.edu/instructionalprogramreview/programreviewfaqs.php

Section One: Program Snapshot [Program Review Committee]

For assistance with this section, contact the Program Review Committee Chair. [\[https://bit.ly/3fY7Ead\]](https://bit.ly/3fY7Ead)

No Significant Changes Option

Contact person: LaVaughn Hart

By marking an X in the box above, the writers of this Program Review indicate that there have been no significant changes to their program or their program's needs in the past year. In this case, programs may opt not to complete Program Review Section One: Program Snapshot. **Programs must still complete all other sections (as applicable).**

Please note: Choosing this option means that your program's information may not be included in the yearly Division Summary.

The No Significant Changes Option may only be used for two years in a row; after two years, programs must complete a full Program Review including the Program Snapshot. Our program's most recent Program Snapshot was submitted in the following semester: Fall 2018_____.

A. Accomplishments: What plans were achieved during AY19-20? You may describe achievements that were or were not planned in earlier Program Review. Your response may include actions regarding COVID-19. Please highlight any positive impacts to students.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://bit.ly/2LqPxOW		
	Community Partnerships/Outreach		Facilities, Supplies and Equipment, Software		LPC Planning Priorities
	Course Offerings		Financial/Budgetary		LPC Collaborations
	Curriculum Committee Items		Human Resources		Pedagogy
	External Factors		Learning Support		Professional Development
					Services to Students
					SLO/SAO Process
					Student Equity
					Technology Use

B. Challenges, Obstacles and Needs: Describe any significant challenges, obstacles or needs for your program. Your response may include issues regarding COVID-19. Please highlight any negative impacts for students.

Mark an X before each area that is addressed in your response.			Definitions of terms: https://bit.ly/2LqPxOW				
<input type="checkbox"/>	Community Partnerships/Outreach	<input type="checkbox"/>	Facilities, Supplies and Equipment, Software	<input type="checkbox"/>	LPC Planning Priorities	<input type="checkbox"/>	Services to Students
<input type="checkbox"/>	Course Offerings	<input type="checkbox"/>	Financial/Budgetary	<input type="checkbox"/>	LPC Collaborations	<input type="checkbox"/>	SLO/SAO Process
<input type="checkbox"/>	Curriculum Committee Items	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Pedagogy	<input type="checkbox"/>	Student Equity
<input type="checkbox"/>	External Factors	<input type="checkbox"/>	Learning Support	<input type="checkbox"/>	Professional Development	<input type="checkbox"/>	Technology Use

C. IR Data Review: Describe any significant trends in your program’s data from the office of Institutional Research and Planning. (Note: Not all Programs have IR data available; if your program does not have a data packet or dashboard data, you may note that in the response box.) You may also discuss any other data generated for your program by the Office of Institutional Research and Planning.

IR Data packets are available here: <https://bit.ly/2lYaFu7>

Course Success Rates Dashboard can be found at the bottom of this page: <https://bit.ly/2Y9vGpl>

For assistance with this question, contact the Director of Institutional Research and Planning. <https://bit.ly/3fY7Ead>

Mark an X before each area that is addressed in your response.			Definitions of terms: https://bit.ly/2LqPxOW				
<input type="checkbox"/>	Community Partnerships/Outreach	<input type="checkbox"/>	Facilities, Supplies and Equipment, Software	<input type="checkbox"/>	LPC Planning Priorities	<input type="checkbox"/>	Services to Students
<input type="checkbox"/>	Course Offerings	<input type="checkbox"/>	Financial/Budgetary	<input type="checkbox"/>	LPC Collaborations	<input type="checkbox"/>	SLO/SAO Process
<input type="checkbox"/>	Curriculum Committee Items	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Pedagogy	<input type="checkbox"/>	Student Equity
<input type="checkbox"/>	External Factors	<input type="checkbox"/>	Learning Support	<input type="checkbox"/>	Professional Development	<input type="checkbox"/>	Technology Use

D. Short Term Planning: What are your most important plans, either new or continuing, for next year? Describe plans starting now and continuing through AY 21-22. (Optional: You may also describe long-term plans if desired.)

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Mark an X before each area that is addressed in your response.			Definitions of terms: https://bit.ly/2LqPxOW				
<input type="checkbox"/>	Community Partnerships/Outreach	<input type="checkbox"/>	Facilities, Supplies and Equipment, Software	<input type="checkbox"/>	LPC Planning Priorities	<input type="checkbox"/>	Services to Students
<input type="checkbox"/>	Course Offerings	<input type="checkbox"/>	Financial/Budgetary	<input type="checkbox"/>	LPC Collaborations	<input type="checkbox"/>	SLO/SAO Process
<input type="checkbox"/>	Curriculum Committee Items	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Pedagogy	<input type="checkbox"/>	Student Equity
<input type="checkbox"/>	External Factors	<input type="checkbox"/>	Learning Support	<input type="checkbox"/>	Professional Development	<input type="checkbox"/>	Technology Use

Section Two: Institutional Planning Topics (Required for All Programs)

A. Equity [Student Equity and Achievement Committee]: Please describe any recent actions your program has taken to increase equity and/or any challenges your program faces in promoting equity and equity-based decision-making? Areas to consider include students impacted by race/ethnicity, gender, sexuality, age, or disability status, as well as students who are disproportionately impacted due to the shift to remote instruction.

For assistance with this question, contact the Director of Student Equity and Achievement. [<https://bit.ly/3fY7Ead>]

- In January 2020, the Computer Science discipline held the first Code Jam session. The emphasis of the Code Jam is to reach out to underrepresented groups, encourage participation, and foster a sense of community so the students can be better prepared to enter Computer Science courses. There were 18 students that participated in the inaugural week-long session. The data shows that 56% of those students were female, which is significant and a complete contrast to current trends in academia and industry. From a race/ethnicity standpoint, the current trend in academia and industry shows a white majority; for Code Jam, whites made up only 17% of the population. Instead, Code Jam participants identified as:
 - 55% Asian
 - 17% Latinx/Hispanic
 - 11% Biracial/Multiracial
 - 6% Black/African American
- During Summer 2020, the Computer Science discipline held several hour-long, online sessions for students who wanted to review materials in preparation for fall classes. Again, there was a focus on reaching underrepresented groups
- The CNT program utilizes a free online courseware platform from Google, which allows students, after completing a series of courses, to obtain the designation of IT Support Professional. This innovative curriculum utilizes a variety of learning modalities, including closed-captioned, transcribed videos, schematics and diagrams, reading materials, and engaging hands-on lab activities. Students are quizzed on their understanding of the materials, and are allowed to repeat any aspect, including quizzing, as many times as is necessary in order to gain a thorough understanding of the topics presented. The videos in particular highlight actual Google workers who come from a diverse background of different races, ethnicities, and genders, which allows students to identify with the program on a much more personal level.
- CNT is also in the process of developing two free non-credit certificates in Help desk and Computer Networking. These entry-level certificates will utilize online curriculum similar to Google's courseware, where students will be presented with a wide variety of instructional materials which highlight a diverse population of presenters, scenarios, and learning methodologies.

B. SLOs/SAOs [SLO Committee]:

You should complete ONE of the following three sections. Please choose the option that is most appropriate for your program:

B1: Instructional Programs with PSLOs

B2: Instructional Programs without PSLOs or with Special Circumstances

B3: Non-Instructional Programs

Skip to the section you chose. If you are not sure which option to pick, contact the SLO Committee Chair or Program Review Committee Chair for assistance.

B1: Instructional Programs with PSLOs

In this year’s Program Review, and in support of Accreditation, we would like a snap-shot on how your program plans to collect, discuss and report assessment findings to develop best practices for teaching and student learning (“closing the loop”).

As a program, please select one PSLO for a degree or certificate to focus on. This PSLO should reflect one area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success, to update pedagogy, equity issues, or to examine a new degree/certificate, etc.

In this section, describe your plan for assessment data to be collected, analyzed and discussed, and reported out in next year’s Program Review. Your plan should identify the CSLOs that feed into your selected PSLO so that a complete data set is collected. You may choose to do this over one or two semesters. In next year’s Program Review, you will be asked to summarize your SLO assessments, analysis of those findings, and proposed changes that may be implemented to improve teaching and student learning.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

B1a. In the space below, insert the complete wording of the PSLO and potential reason(s) for selecting it for analysis.

Each discipline (CIS, CNT, and CS) have selected a PSLO for analysis.

CIS

- Program: Certificate of Achievement Administrative Assistant
- PSLO: Upon completion of the Certificate of Achievement in Administrative Assistant, students are able to demonstrate the ability to successfully use basic English language skills (grammar, punctuation, capitalization, etc.) in business documents. (Comm)

CNT

- Program: IT Support Professional – Upon completion of the Certificate of Achievement in IT Support professional, students are able to achieve the Google IT Support professional certificate and will be prepared to take the CompTIA A+, Network+, and Security+ certification tests.

CS

- Program: Computer Programming Certification of Achievement
 - Upon completion of the Certificate of Achievement in Computer Programming, students are able to professionally demonstrate the application of their skills in development and testing of their solution to solve a specific computing project.
 - Upon completion of the Certificate of Achievement in Computer Programming, students are able to professionally describe and apply their skills in the design of their solutions as well as alternative technologies or solutions to solve their specific computing project.

B1b. In the table below, list the CSLOs that feed up to the identified PSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen. (If this different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to mwiest@laspositascollege.edu and ahight@laspositascollege.edu)

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021
<p>CIS</p> <ul style="list-style-type: none"> • CIS 43 <ul style="list-style-type: none"> ○ Upon completion of CIS 43, the student should be able to analyze a business situation and select an appropriate approach to respond to it; use principles of routine and informative writing to create an appropriate response; apply standard business English including grammar, punctuation, and mechanics. ○ Upon completion of CIS 43, the student should be able to demonstrate clear, compelling, analytical, and concise writing. • CIS 74 <ul style="list-style-type: none"> ○ Upon completion of CIS 74, students will be able to describe the characteristics and personal qualities that are important for administrative professionals and the importance of ethics, customer service, and teamwork in the workplace. ○ Upon completion of CIS 74, students will show mastery of office principles and procedures including the ability to produce correctly formatted business documents, manage business records, 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021
<p>and appropriately use email and the Internet in the workplace.</p> <ul style="list-style-type: none"> • CIS 88A <ul style="list-style-type: none"> ○ Upon completion of CIS 88A, students will be able to create, save, retrieve, edit and print documents in correct business formats. • CIS 88B <ul style="list-style-type: none"> ○ Upon completion of CIS 88B, students will be able to produce complex business documents, create tables of contents and indexes, use Word's collaboration features to share documents, and integrate data from Excel and other programs. 		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
<p>CNT</p> <ul style="list-style-type: none"> • CNT 55 <ul style="list-style-type: none"> ○ Upon completion of CNT51, students will be able to install, configure, and troubleshoot operating systems and applications. ○ Upon completion of CNT51, students will be able to install, configure, secure, and troubleshoot PC/Networking/Mobile devices. • CNT 52/CIS 66 <ul style="list-style-type: none"> ○ Upon completion of CNT52/CIS 66 students will be able to install, configure, secure, and troubleshoot home or business networks • CNT 55 <ul style="list-style-type: none"> ○ Upon completion of CNT55, students will be able to install, configure, secure, and troubleshoot Windows Server in a domain environment. • CNT 69 <ul style="list-style-type: none"> ○ Upon completion of CNT69, students will be able to evaluate network security risks and responses. 		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
<p>CS</p> <ul style="list-style-type: none"> • CS 1 <ul style="list-style-type: none"> ○ Upon completion of CS 1, students will be able to design and implement a programmer-defined function in C++. 	<p style="text-align: center;">X</p>		

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021
<ul style="list-style-type: none"> ○ Upon completion of CS 1, students will be able to develop a C++ program that demonstrates fundamental syntax and utilizes control structures 	X		
<ul style="list-style-type: none"> • CS 2 <ul style="list-style-type: none"> ○ Upon completion of CS 2, students will be able to design and implement a programmer-defined class using encapsulation and inheritance in C++. ○ Upon completion of CS 2, students will be able to develop a C++ program that utilizes programmer-defined overloaded functions, overloaded operators, and friend functions. 	X		
<ul style="list-style-type: none"> • CS 20 <ul style="list-style-type: none"> ○ Upon completion of CS 20, students will be able to demonstrate the use of fundamental syntax and control structures - including variables, arithmetic statements, if statements and loops. ○ Upon completion of CS 20, students will be able to implement programs using linked lists, stacks, queues and binary trees, including implementations using the Standard Template Library. ○ Upon completion of CS 20, students will be able to interpret and implement code using typical forms of recursion 		X	
<ul style="list-style-type: none"> • CS 21 <ul style="list-style-type: none"> ○ Upon completion of CS 21, students will be able to implement the assembly equivalent of while loops, for loops and switch statements. ○ Upon completion of CS 21, students will be able to interpret and apply the machine representation of integers, characters, strings and floating point (e.g., IEEE format) numbers. 		X	

B1c. When will analysis and discussion of the assessment data be completed (during next year's Program Review is an option)? The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

During our regular monthly Computer Studies Department meetings in late spring 2021 and early fall 2021 as we prepare for next year's Program Review. The Computer Studies department is also working on developing 3-year Assessment plans for all degrees and certificates. We will be discussion these at our Fall 20 department meetings and there may be changes to our current PSLO and CSLO assessment schedules based on discussions.

B2: Instructional Programs without PSLOs or with Special Circumstances

If your department does not have PSLOs, you may choose one CSLO to focus on. This option may also be used if there is a strong departmental rationale for focusing on a single CSLO.

As a department, please select a course to focus on. The selected course and one of its CSLOs should reflect an area that you would like to investigate in depth. For example, your selection may focus on a course to improve student success, to update pedagogy, to analyze equity issues, etc.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

B2a. In the space below, describe the rationale (such as this is not a degree-granting program, we focus mainly on non-degree courses, etc.)

B2b. In the space below, insert the complete wording of the CSLO and reason(s) for selecting it for analysis.

B2c. In the table below, list the CSLO and check the semester or semester(s) that the CSLO will be assessed and data entered into eLumen.

(If this is different than the submitted SLO template plan, please update and resubmit the template plan. Send the updated template to mwiest@laspositascollege.edu and ahight@laspositascollege.edu)

Complete Name of CSLO	Fall 2020	Spring 2021	Summer 2021

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B2d. When will analysis and discussion of the assessment data be completed? (During next year's Program Review is an option.) The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

B3: Non-Instructional Programs

In this year's Program Review, and in support of Accreditation, we would like a snap-shot of how your student service area plans to collect, discuss, and report assessment findings to develop best practices for teaching and student learning ("closing the loop").

Please select one SAO to focus on. This SAO should reflect an area of your program that you would like to investigate in depth. For example, your selection may focus on an area to improve student success, increase best practices, to address equity issues, or to examine a new service/program, etc. The intent is for this section to be useful for reflection to develop best practices for serving students.

For assistance with these questions, contact the SLO Committee Chair. [<https://bit.ly/3fY7Ead>]

B3a. In the space below, insert the complete wording of the SAO and potential reason(s) for selecting it for analysis.

B3b. When and how will this SAO be assessed and data entered into eLumen? (If this different than the submitted template plan, please update and resubmit the template plan. Send the updated template to mweist@laspositascollege.edu and ahight@laspositascollege.edu)

B3c. When will analysis of the assessment data will be completed (during next year's Program Review is an option)? The reporting out of the "closing the loop" analysis will be part of next year's Program Review.

Section Three: Curriculum Review (Programs with Courses Only)

For assistance with this section, contact the Curriculum Committee Chair. [<https://bit.ly/3fY7Ead>]

The following questions ask you to review your program's curriculum. To see the last outline revision date and revision due date:

1. Log in to CurricUNET
2. Select "Course Outline Report" under "Reports/Interfaces"
3. Select the report as an Excel file or as HTML

A. Title V Updates [Curriculum Committee]: Are any of your courses requiring an update to stay within the 5 year cycle? List courses needing updates below. Reminder: updates to course title or units, and course deactivations, will require updating any program they are associated with. List programs requiring updating in question (B).

CIS 55 is due to be updated fall 2020

B. Degree/Certificate Updates [Curriculum Committee]: Are there any programs requiring modification? List needed changes below.

We are in the process of updating several certificates and degrees as well as creating a couple of new certificates (credit and noncredit).

CIS – Certificate of Achievement—Data Analytics (new)
Certificate of Achievement—Business Office Worker (will update existing Computer Applications certificate)
Update AA—Computer Information Systems and Computer Information Technologist degrees
CNT -- Noncredit Certificates (new) – Help Desk Specialist, IT Support Professional, Network Specialist. New noncredit courses (mirrored) will be created to support these new certificates.
Credit Certificates (updates) –Network Support Professional, CyberSecurity Professional
Degree (update) – AS Cybersecurity & Network Administration
CS – Certificates of Achievement (New) – Management Information Systems, Red Hat Administration, and Artificial Intelligence

C. DE Courses/Degrees/Certificates [Distance Education Committee]: Detail your department's plans, if any, for adding DE courses, degrees, and/or certificates. For new DE degrees and/or certificates (those offered completely online), please include a brief rationale as to why the degree/certificate will be offered online.

As new courses are developed, we are including DE as an option for delivery. This will enable us to have greater flexibility in meeting student need and addressing the need for classes to be offered in asynchronous, synchronous, and hybrid modalities.