Appendix J – Meeting Minutes 2013-2014

Minutes of meetings of Computer Science committees are posted on the Department website for assessment. Some committee minutes may not be publically accessible.

This appendix includes minutes from meetings during the 2013-2014 year that were relevant to assessment. The following minutes are included:

Assessment Committee Meetings 2013-2014 Academic Year
1. Assessment Committee, August 7, 2014
2. Assessment Committee, August 18, 2014
Dr. Roden called the meeting to order at 1:40pm. He welcomed everyone to the meeting and “thanked” them for their attendance.

Approval of Meeting Minutes
Dr. Andrei motioned for the June 14, 2013 Assessment Committee Meeting Minutes to be approved. Dr. Makki seconded the motion. Dr. Roden asked those that are in favor to say “Aye” and the members replied “Aye”, they agreed unanimously.

Continuous Improvement: Changes Made in 2013
Dr. Roden reviewed “Changes Made in 2013” of Page 30 from the Self-Study Report. The committee members will discuss these changes in 2013 at the next Assessment Committee Meeting to see what results are.

1. Dr. Roden has printed all student evaluations for COSC 3304 and will determine if students feel they have a firm theoretical understanding of algorithms. This report will be presented at the next meeting.
2. In COSC 4172, we will conduct a review of methods for giving an effective presentation.
3. The committee will analyze the rubric used to assess criterion 9.3 and determine if it should be modified to include other elements that would indicate if students are capable of independent study.

**G.3 - Indirect Measure Results: Student Course and Instructor Evaluation Summary 2013-2014**

Dr. Roden asked members to check the areas “Not Met” as they prepare their analysis reports for the next committee meeting.

**G.6 - Indirect Measure Results: Alumni Survey Summary 2013-2014**

Dr. Andrei forwarded Dr. Roden two (2) more surveys for this area of the report. Dr. Osborne asked Dr. Roden to use the surveys for the report which will increase the Sample Size from 3 to 5.

**G.7-Indirect Measure Results: Advisory Board Feedback 2013-2014**

The committee reviewed the responses the Advisory Board Members had documented on their written survey. The committee was pleased with the responses.

**Discussion of Program Educational Objectives (PEOs)**

The Advisory Board Members suggested changes during his presentation at the Industrial Advisory Board Meeting on February 28, 2014 regarding the current Program Educational Objective (PEOs). The PEO forms were not submitted as the changes for the PEOs were discussed during the meeting.

The feedback covered 4 areas and the Board Members suggested a few words be added to these areas.

1. Graduates of the Computer Science Program will develop the professional skills and the necessary technical knowledge both in breadth and in depth to prepare them for employment or advanced study in Computer Science.
   - In this paragraph, it was suggested by the Advisory Board Members that the word “or” be changed to “and”.
   - The committee agreed that “or” will be changed to “and”.

2. Graduates of the Computer Science Program will have sufficient awareness of the local and global societal impact of technology and of the ethical issues in computer science to make decisions regarding their personal and professional responsibilities.
   - In this paragraph, it was suggested by the Advisory Board Members that the words, legal and compliance be added.
• The committee agreed that it would be changed to “related legal” be added to ethical issues as such, related legal and ethical issues...
• Dr. Osborne motioned and Dr. Makki seconded the change. Dr. Roden asked those that are in favor to say “Aye” and the members replied “Aye”, they agreed unanimously.
• The committee agreed that further discussion will be held at the next Assessment Committee Meeting as the word “compliance” covers a broad area.

3. Graduates of the Computer Science Program will have the critical thinking, communication, teamwork, and leadership skills necessary to function productively and professionally.
   • In this paragraph, it was suggested that the word “innovative” be added before critical thinking... It was agreed by all committee members that this paragraph would be discussed further at the next meeting.
   • Dr. Osborne informed members that the committee would need some sort of “student outcome” to support the addition of “innovative”, if “innovative” is applied.

4. Graduates of the Computer Science Program will demonstrate intellectual curiosity and independent study skills necessary for life-long learning.
   • There were no changes made to this paragraph.

G.8 – Indirect Measure Results: ETS Exams 2013-2014

Dr. Roden informed members that highest ETS scores for the department was 181 in the Fall 2013.

Assignments for Analysis of Assessment Data from 2013-2014

Dr. Roden informed members that since the distribution of the 9 outcomes worked so well previously, he suggested that the outcomes be divided once again.

Suggestion:
   Outcomes 1, 2.1, 2.2 would be assigned to Dr. Roden
   Outcomes 2.3, 2.4, 2.5 would be assigned to Dr. Makki
   Outcomes 2.6, 2.7, 3 would be assigned to Dr. Liu
   Outcomes 4, 5, 9 would be assigned to Dr. Andrei
   Outcomes 6, 7, 8 would be assigned to Dr. Osborne

All members were in agreement with the assignments. Dr. Roden asked members to utilize Dr. Andrei’s format. Dr. Andrei informed members that he will email the format to them after the meeting.
**Next Assessment Committee Meeting**

Dr. Roden suggested that the next meeting be on Monday, August 18, 2014 at 1:00pm.

Dr. Liu suggested that the meeting be held after Convocation on August 18th. All committee members were in agreement so the next meeting will be on Monday, August 18th at 1:30pm.

Dr. Roden asked members to have the analysis of assessment data for the Outcomes ready to be presented at the next meeting. There will also be a discussion of Continuous Improvement as well as Actions for the Year.

Dr. Roden and Dr. Andrei informed members that they will be sending more documents via email after the meeting today. These documents will assist them with preparing their reports for the analysis of the nine (9) outcomes.

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**Adjournment of Meeting**

Dr. Roden asked if there was any other business to discuss and the members replied “no”.

Dr. Makki motioned for adjournment and Dr. Andrei seconded the motion.

Adjournment was at 2:30pm.
To be added.