Annual Department Report

Computer Applications Department
Computer Network Administration 147

Document Prepared By:
Timothy Koets

Year of Report
2011 – 2012
Please describe in detail your accomplishments for this past year for both your degree and certificate program. Your 2011-2012 Departmental goals are included on page 4. Data to support your information is required. This report serves to combine both Perkins reporting and year-end departmental planning.

Accomplishments

Curriculum

1. CARP Updates

Please list the courses for which you updated or plan to update the CARP during the 2011/2012 academic year:

CO205, CO110, CO116, CO132, CO142, CO212, CO230, CO231, CO232, CO233, CO235

Please list the courses for which you plan to update the CARP during the 2012/2013 academic year:

CO265, CO266

2. Program/Curriculum Changes

Document the following for the 2011/2012 academic year. If something does not apply, indicate N/A:

- New, revised or discontinued courses: None
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- New, revised or discontinued programs: N/A
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- New, revised or discontinued certificates: None
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- New, revised or discontinued degrees: No
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- Courses or Programs approved for online: CO230, CO232, CO233
  PERKINS PROGRAM IMPROVEMENT PROJECT? Yes

- Highlight any new or exciting curricular or co-curricular activities within courses or programs: None
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- List any courses for which a Service Learning component has been added: None
  PERKINS PROGRAM IMPROVEMENT PROJECT? No

- List and new articulation or transfer agreements that have been developed: None
  PERKINS PROGRAM IMPROVEMENT PROJECT? No
PERKINS REPORT COMPONENT: Describe the contributions of the Advisory Committee to program/course improvements: S:\School of Workforce Development\Workforce Development\PERKINS\Advisory Committees-2011-12\Computer Applications

1. Committee spoke of the importance of mobile development in today’s marketplace. We had been aware of this trend for some time, but the committee’s continuing insistence on the importance of this platform reinforced our need to create courses and/or integrate mobile development techniques into existing programming courses.

2. Committee spoke of need for us to integrate software security more fully and completely into our courses.

Both of these concerns will be taken up as improvements for the coming year for this program.

PERKINS REPORT COMPONENT: Discuss ongoing work that has been done on a Program of Study (Networking). This is part of the College’s Strategic Plan. What are the outcomes of this work and next steps? S:\School of Workforce Development\Workforce Development\PROGRAMS OF STUDY\Executive Summary - POS&Curr.Alignment

As a result of doing the POS, we have determined that we must accomplish the following goals for this program:

- Determine if we should take steps to become a Microsoft Learning Academy and, if so, proceed forward.
- The issue of prerequisites needs to be reviewed. Currently several high level technical courses do not have required prerequisites.
- Courses, as they come in the normal rotation, need to be reviewed, revised and updated to insure we are teaching what students need to know.
- Advisory board meetings need to be held with business partners once a semester to review trends and needs for employment. Hardware, software and networking methodologies need to be reviewed as well.

PERKINS REPORT COMPONENT: Summarize program/course improvements not mentioned above: None

3. Faculty & Staff

Describe any faculty & staff accomplishments: None

List any awards, presentations, publications: None

PERKINS REPORT COMPONENT: Describe any professional development activities for faculty or staff within your department that contributed to program and curriculum development and/or revisions? None

Describe any faculty/student advising that occurred. Does this work relate to the departmental plan? Was this work effective? Faculty conducted student advising, which was effective since the students took the appropriate courses or changed degree programs based on advising advice given.

PERKINS REPORT COMPONENT: Describe how EOL/Release time positions have contributed to your program outcomes? Luann Keizer was granted Release time to do the POS for this program. The points of action out of this study are shown in the section above.

4. Department

Provide an update on any accreditation activities or plans. Do you plan to pursue accreditation? No updates at this time, but we are looking at becoming a Microsoft Certified Learning Academy.
Describe any department/program specific partnerships or grants: None
Describe any department/program projects or initiatives not previously mentioned: None

Goals

A. **2011-2012 Goals**
List the 2011-2012 goals here along with a progress update for each:

1. Add a new networking instructor.
   
   This goal has been accomplished with the addition of Szymon Mahajewski to our department.

2. Maintain enrollment after funding for No Worker Left Behind expires.
   
   Enrollment has declined across the college this year. We have discussed a marketing plan for this degree consisting of e-mail or snail mail to students who are a good fit for the degree. Our department will further development and then implement this idea in Fall 2012 semester.

3. Use Perkins funding to develop a new course in wireless/mobile security
   
   Our new course, CO275, was developed by Szymon Mahajewski and will be deployed in Fall 2012 semester.

B. **2012-2013 Goals**
List 2012-2013 goals here:

1. As part of our Program Review assessment, we want to make sure that network security is properly emphasized in the courses we offer given the increasing demand for security in industry.

C. **2012-2013 Perkins Request Form:** [2012-2013 Perkins request form]
Please complete the 2012-2013 Perkins request form as necessary/appropriate given your stated goals.
Please attach the Perkins Curriculum Development Projects Excel Spreadsheet to this report (separate email attachment is fine)

No request made

Program & Curriculum Assessment

Please report on outcomes separately if program has both an Associates Degree and a Certificate

A. **2011-2012 Assessment**
This year all departments and programs are writing Program Outcomes, Program Learning Outcomes, and choosing an Assessment Project to work on. You should have received the template for reporting this information from Patti Trepkowski. This form is also included on the next page for your convenience. You can simply cut and paste the Program Outcomes & Assessment grid that you will be sending to Patti once it is finalized (replace the blank grid on the
B. Other Assessment Activities

Please describe any other assessment activities in which this program was involved this year.

None

C. Program Outcomes/Perkins Core Indicator related projects

List and describe your 2012-2013 improvement projects here and describe what core indicators/program outcomes they will improve.

Luann Keizer developed a plan to improve Program CORE indicators by examining data that includes student enrollment, assessment, and completion. The results of her work, once presented, will be used in 2012-2013 to determine what improvement projects should be undertaken for this program.
## 2011-2012 Program Outcomes and Assessment Report Form

Use this form to compile the Program Outcomes, Program Learning Outcomes, and Assessment Project description and methods.

When you have completed your planning, fill out the following form and email it to ptrepkowski@grcc.edu.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Outcomes</th>
<th>Student Learning Outcomes at the Program Level and Associated ILOs</th>
<th>Assessment Project Description</th>
</tr>
</thead>
</table>
| **Computer Information Systems – Network Administrator (147) Degree** | 1. Provide students who complete an AAAS degree the skills needed to successfully seek employment as a local area network (LAN) support specialist, network administrator, or telecommunications analyst.  
2. Provide students who complete an AA degree the ability to transfer to a university to seek a degree in network administration.  
3. Provide students who complete an AA degree the ability, through transfer, to obtain an advanced degree employed as network administrator. | 1. Communicate effectively with co-workers in person and in writing. (Communication ILO)  
2. Maintain and troubleshoot networks to ensure proper performance (Critical Thinking ILO)  
3. Diagnose network inefficiencies and malfunctions and implement effective solutions (Critical Thinking ILO)  
4. Ensure that computer networks are secure and protected from invasion (Critical Thinking ILO)  
5. Read and write technical documents (Communication ILO)  
6. Interact with individuals of diverse social, cultural and ethnic backgrounds to be able to diagnose and solve problems with network performance and reliability. (Social Responsibility ILOs) | **Student Learning Outcome/ILO to be assessed:**  
Ensure that computer networks are secure and protected from invasion (Critical Thinking ILO)  
**Assessment Project Description:**  
This assessment will examine the curriculum in this program to determine how and where network security is emphasized, whether coverage is adequate and, if not, where and how to improve it.  
**Assessment Methods:**  
To perform this assessment, we will cooperate with local industry to determine what content areas we should cover to address security. We will then check to see if our courses meet those demands and, if not, how to change them so that they will.
| engineers or systems/applications security managers. | 7. Develop timeliness, reliability and organizational skills demonstrated by regular attendance and participation in class. (Personal Responsibility ILO) |