

Computer Information Systems Program Review

Faculty of Professional Studies

Dean's Summary

Submitted by:

Dr. Tracy Ryder Glass, Dean of the Faculty of Professional Studies

Accepted by:

Senate in March 2016

Academic Planning and Priorities Committee in February 2016

To: Dr. Eric Davis, Chair APPC

From: Tracy Ryder Glass, Dean, Faculty of Professional Studies

Date: November 27, 2015

Re: Executive Summary - Program Review of Computer Information Systems programming

Based on the Report of the External Review Committee of the University of the Fraser Valley Computer Information Systems Department programming (CIS) and the Response to the Report from the CIS Academic Unit, I would like to make the following observations on the external review of the CIS programming:

PROCESS

The general intent of the program review was to identify the strengths and weaknesses of the CIS programming, to highlight factors which contribute to or inhibit the success of the CIS programming, to ensure institutional learning outcomes are being addressed and to use the recommendations from the review to shape the future of the CIS programming.

The External Review Committee (ERC) was comprised of two members external to UFV and one member from within UFV but external to the program area. As part of the review process, the CIS Department completed a self-study of their unit and this information was provided to the ERC. The self-study report included information on the history of the CIS Department, detailed descriptions of programming offered, description of the CIS Department's administrative structure, data from surveys conducted with students and the external community on the effectiveness of the CIS Department and the CIS Department's own reflections on their challenges and opportunities. In addition, the ERC conducted a two-day site visit and met with a number of stakeholders including students, faculty, sessional instructors, staff, members of UFV's senior administration and members of the external community. Overall, the site visit and subsequent review was informative. The ERC was complimentary of the faculty, staff, students, and programming and of UFV and provided an extensive list of 71 recommendations as suggestions for improving both the infrastructure of the Department and the delivery of programming.

The ERC provided its feedback under five headings (Overview, Program Structure, Program Delivery, Administration and Infrastructure, People) and each are addressed in this summary in turn.

OVERVIEW

As the first review for the CIS Department, the ERC articulated their important role in providing recommendations to address what they saw as the underlying causes of the Department's current challenges.

Such challenges include the frustration of students not being able to complete their program on time, out-dated program resources and outlines, and the offering of potentially redundant programming.

As the ERC states in their report, “we can help its members to refresh CIS’s programs and courses, as well as to take other steps necessary to restore momentum and spirit that will enable it to better serve the needs of its students, the University and the community of the Fraser Valley.”

PROGRAM STRUCTURE

The ERC made a close examination of the specific program areas within the Department. While expressing concern in their Report around the lack of communication as between the Department and the University and students concerning the discontinuation of the Web Design and Animation Option of the CIS Certificate and the potential for the Professional Computer Proficiency Certificate to “dilute the reputation of other certificates at UFV”, they do highlight the Data Analysis Post –Degree Certificate as a “great example of inter-departmental collaboration resulting in ... a well-subscribed credential,” and “encourage UFV to develop other such collaborations.”

Recommendation 1:

That the Department webmaster works with Marketing and Communications to clarify the status of the Web Design Certificate Program on the Department website and in the online calendar.

The ERC provided further feedback on the CIS diploma to better enhance the program. The feedback included the addition of a team project, elimination of the extended minor in CIS and a suggestion to address concerns around the BCIS concentrations (too many choices, too long to complete the degree).

Recommendation 3:

That the Department adds a team project to the diploma (for groups of two to three students).

Recommendation 4:

That the University and Department designates a room in which project teams can work, undisturbed by classes being scheduled in the room, during semesters in which project courses are offered.

Recommendation 6:

That the University and the Department re-consider the need for an extended minor in CIS.

Recommendation 7:

That the Department combines the “Systems Administration and Networking” and “Security” concentrations into a single “Systems and Security” concentration.

With respect to the BCIS, in addition to a recommendation that the University refer to the BCIS in a consistent way (BCIS as opposed to CIS when referring to the Bachelors degree) the ERC recommended condensing concentrations (re: combine the Systems Administration and Networking and Security concentrations into a single ‘Systems and Security’ concentration), more thoughtful course planning and course offerings (including review of course credits and the addition of new courses to the Software Development concentration) that permit completion of the program in a reasonable amount of time,

preferred access to registration for graduating students and best practices for group project management.

Recommendation 8:

That the Department prepares and publishes a rotation of courses from which it is clear to students that with appropriate planning, a BCIS degree with any one concentration can be completed within five years (assuming a September start date and preparedness on the student's part to enrol in at least four courses each semester).

Recommendation 9:

That the University and the Department establish a policy where students in their final year of study have preferred access to the courses they need to complete their degree.

Recommendation 13:

That the Department introduces a third-year course on database management systems in addition to the current second-year course, and that this new course be core to the Software Development concentration.

Recommendation 15:

That the Department introduces a course on virtualization technology, and that this course be core to the Systems and Security concentration.

Recommendation 16:

That the Department adds a team project to the BCIS degree (for a group of five to ten students) as either a new course or a revision of CIS 440; and this is distinct from recommendation 3 (i.e., project lab for diploma).

Recommendation 17:

That the Department and its members consult with the Teaching and Learning Centre on adopting best-practices for group-project management and for student evaluation involved in such group projects (certificate, diploma and degree).

Recommendation 18:

That the University and the Department standardize on degree nomenclature by referring to the "BCIS degree".

In commenting on the proposed BSc in Computing Science major, it is stated that the applied emphasis coupled with the BCIS degree... "will help achieve UFV's strategic goals (i.e. providing "accessible and challenging learning experience that instill a passion for learning and develop a lifelong capacity to learn" [STRAT, Goal 1A]."

Recommendation 19:

That contingent on the University's approval of our recommendations on faculty hiring, the Department proceeds with the creation of a BSc Major in Computer Science in a manner that leverages courses in the degree and other UFV degree programs.

Recommendation 20:

That the University supports the Department in its negotiations with other academic units for use of their courses as potential upper-level electives in the BSc Major in Computer Science.

Recommendation 21:

That the Department investigates the creation of a Software Concentration in the BSc Major in Computer Science in a manner that leverages courses in the BCIS degree's Software concentration.

Recommendation 22:

That the Department investigates the creation of one or more of the following concentrations in the BSc Major in Computer Science: Mathematics, Physics and Engineering, Geographic Information Systems.

Recommendations were also made in relation to course outlines. Aside from edits such as changing the UFV logo from the former UCFV logo, updating the outline to include current resources, more accurately reflected learning outcomes and course descriptions, it was also commented that courses should accurately show lab hours where appropriate, that more clarity be given to what constitutes a CIS course and what constitutes a COMP course, consideration be given to whether or not stating a "15 week semester" accurately reflects what is delivered and should reflect the significant changes that have been made in the secondary-school math stream (math pre-requisites listed no longer exist).

Recommendation 5:

That the Department removes references to non-networked computers in its diploma description.

Recommendation 25:

That the University pursue options to allow for the changing of credit hours with no loss of tuition revenue.

Recommendation 28:

That the Department reviews its course outlines with the goal of increasing clarity and correctness.

Recommendation 29:

That the Department reviews the level of secondary-school math prerequisites needed for CIS and COMP courses, and specifies the correct secondary-school course names.

Recommendation 30:

That the University and the Department review the learning outcomes at all levels (course approval, development and delivery) for appropriate verb use.

Recommendation 40:

That the Department immediately reviews and updates all CIS and COMP official course outlines which have not been updated in the last four years.

Recommendation 43:

That the Department drafts a brief policy statement which makes clear the distinction between the

qualities of a CIS course, the qualities of a COMP course, and (if applicable) the qualities of a “CIS or COMP” course.

Recommendation 44:

That the Department and its members make use of the Teaching and Learning Centre and its resources in order to create ever-better learning outcomes for curriculum, course outlines, course syllabi, and other relevant documents.

Recommendation 46:

That the Department review language used in the course descriptions on the basis of outcomes from the previous two recommendations.

PROGRAM DELIVERY

The EAC comments that the “world is indeed being brought to the Fraser Valley” through the programs’ ability to attract International students and is at the forefront of UFV efforts to fulfill its Strategic goals as a result.

However, it does flag some concerns. For instance, it is commented that the demand that has been placed on CIS and COMP courses by International students (including registration priority to International students) has sometimes resulted in a decrease in the number of seats available to domestic students, so that many students find themselves not getting into a course being waitlisted and therefore are unable to complete their program in a timely fashion.

The ERC did comment on the attempts being made by the University's administration to help balance the International student need with those of domestic students, and suggests that there needs to be better communication of these efforts with the greater Departmental and faculty community.

Recommendation 36:

That the University recognizes that significant growth in enrolments by international students in certain programs should not significantly decrease access by domestic students to those same programs.

Recommendation 38:

That the University’s enrolment management supports the Department in offering baccalaureate programs which international students can complete in a timely manner.

The EAC also raised the fact that the British Columbia Council on Admissions and Transfers (BCCAT) requires specific instructor standards for course articulation including the requirement that “instructors who teach academic, degree-level transfer course will usually possess, at a minimum, a master’s degree or equivalent in the discipline or in a closely related area.” And that faculty who do not meet that standard should receive appropriate mentoring and supervision. It is recommended that the Department take these standards into consideration for course delivery.

Recommendation 50:

That the Department ensures compliance with BCCAT instructor standards.

The need to increase participation of female students and the representation of First Nations communities in CIS and COMP courses and programs was also noted by the ERC. However, they did acknowledge the efforts currently happening within the Department including their involvement with a week of Science Rocks!! designed exclusively for First Nation's participation, and includes activities in the computer lab introducing Alice programming software.

Recommendation 51:

That the Department prepares a yearly plan for its K-12 and First Nations outreach activities.

Recommendation 52:

That the University supports the Department as it develops its own K-12 and First Nations outreach and as it collaborates with other compatible outreach efforts delivered by other academic units.

ADMINISTRATION AND INFRASTRUCTURE

In approaching their review of the Department's Administration and infrastructure, the EAC took a student's view and highlighted a few concerns. They found the Department website to not be as strong as a resource as one might expect, including the lack of oversight, and lack of maintenance resulting in problems such as links both within the Departmental website and to the UFV website in general.

Recommendation 53:

That the Department designates a member of staff or faculty as webmaster and that this individual be given authority to edit the Department website.

Recommendation 54:

That the Department webmaster makes appropriate changes to the Department website.

Recommendation 55:

That the University supports the Department as it revises the CIS website to reflect the University's information- architecture best practices.

Instructional Equipment was also commented on where concerns include faculty and staff having to repurpose older machines in order to keep as many workstations and servers running as possible; the absence of server backups for courses that depend upon virtualization for course delivery; and department labs not being part of the University's refresh cycle. As a result some of the tools in industry are not sufficiently covered in applied courses.

Recommendation 56:

That the University funds the refresh of Departmental instructional equipment with a goal of retiring all machines currently in use (June 2014) within four years.

Recommendation 57:

That the Department continuously documents, reviews and updates its equipment-refresh plan; and

that the Department ensures this plan is always ready as a response to funding opportunities identified by the Department or the University.

PEOPLE

The EAC commented on the Department's complement of faculty (academic staff), support staff and students and feedback received as a result of meeting with these groups.

The CIS Department currently consists of 10 full time faculty and it is the view of the EAC that the complement of regular faculty is already too small and is in danger of falling below a critical level of qualified instructors. To this end the Department would fail to meet the recommendation made by the EAC for ensuring each CIS and COMP course has at least two members of regular faculty in the Department who are qualified, prepared and willing to teach that course.

Recommendation 59:

That the University posts hiring notices for two regular-faculty positions (i.e., the two frozen positions) in the Department whose teaching duties will include a variety of upper-level courses in both CIS and COMP.

Recommendation 60:

That the Department considers a new regular faculty position (in addition to those referred to in Recommendation 59) to be cross-appointed between Business and CIS.

The technical support in the CIS Department is provided by one Computer Systems Administrator. The EAC was very complimentary towards this person and his interests in the technical aspects of system administration, along with his ongoing investigation and adoption of new technologies for use in maintaining the Department's infrastructure. They commented that his, "contributions, expertise and creativity in making the most available resources are crucial to the smooth delivery of Department programs." However it was noted that he is the only person within the Department that possess this knowledge and without succession planning, the programs would be at a detriment should he not be present one day.

Recommendation 64:

That the University and the Department develop a plan for retaining the current Computer Systems Administrator for CIS.

Recommendation 65:

That the Department employs a sequence of work-study or co-op students to assist the Computer Systems Administrator for CIS in documenting system-administration procedures and system configurations.

Recommendation 66:

That the Department designates a Systems Administration subcommittee whose members will be able to assume the Computer Systems Administrator for CIS's duties (at least temporarily) as necessary, and to provide orientation for a temporary or permanent replacement as necessary.

Recommendation 67:

That the University and the Department support the efforts of the Computer System Administrator for CIS in ensuring a two-way flow of information between UFV's IT Services and the CIS Department.

Concerns were also highlighted in relation to student testing and course delivery. The EAC learned of the perception of an increase in number of potential incidents of academic misconduct and recommended that steps should be taken to improve the students' knowledge of academic integrity.

Recommendation 68:

That the Department adds links to the University's policy on Academic Integrity on all course syllabi, and includes clauses on all course syllabi which make clear that the activities described (among others) constitute academic misconduct and warn of the potential penalties in cases of academic misconduct.

Recommendation 69:

That the Department develops and communicates to all faculty and lab assistants a clearly stated (and workable) procedure for responding to incidents of academic misconduct.

Recommendation 70:

That the Department ensures reasonable efforts (including those based on policy and those based on technology) be taken to minimize the repetitive use of major summative evaluation instrument in order to reduce opportunities for the re-use of test answers, assignment solutions, and similar material.

However, the EAC did comment that they continually heard expressions of esteem and affection for UFV students and colleagues and recommended that faculty continue engage in possibly difficult conversations related to curriculum, course delivery and the day-to-day running of the Department.

As they stated in their report, "getting started, keeping going and especially getting started again – these must become cornerstones for the work of faculty members in the Computer Information Systems Department."

RECOMMENDATIONS

In response to the recommendations made by the ERC, the CIS Academic Unit collaboratively produced a response and action plan. I look forward to supporting the CIS Department as we move forward together with the action plan.

PROGRAM REVIEW RECOMMENDATIONS: STATUS REPORT
 created: December 2014; updated: November 27, 2015

	RECOMMENDATION	COMMENT	NEXT STEP	NOV 2015
P7	Recommendation 1: That the Department webmaster (see Recommendation 53) works with Marketing and Communications to clarify the status of the Web Design Certificate Program on the Department website and in the online calendar.	CIS 145 only course offered in web design; no specific instructional expertise in field; Discussed with BFA: problematic to continue	CIS department motion to discontinue Dec.2, 2014	Discontinued
P7	Recommendation 2: That the Department deletes the Professional Computer Proficiency Certificate.	9 credit certificate problematic	CIS department motion to discontinue Dec.2, 2014	Discontinued
P8	Recommendation 3: That the Department adds a team project to the diploma (for groups of two to three students).	Department retreat discussion Aug 19/20. Advice to add group work within courses as learning outcomes. A faculty member was assigned to compile and report to Oct Dept. meeting; postponed to new year	Rejected idea of specific course requirement; instead add group work component to required courses; status ongoing	Agreed
P8	Recommendation 4: That the University and Department designates a room in which project teams can work, undisturbed by classes being scheduled in the room, during semesters in which project courses are offered.	CISSA have room now. Advice from T&L is not to have single group project course but integrate group work throughout the curriculum.	Determine group work courses and then identify facility needs if any; status ongoing.	ongoing
P8	Recommendation 5: That the Department removes references to non-networked computers in its diploma description.	Communications materials update; discuss with Academic Advising and Dean's office; incorporate recommendation into calendar revisions.	Batch this recommendation with overhaul of curriculum. Status ongoing.	
P8	Recommendation 6: That the University and the Department re-consider the need for an extended minor in CIS.	Requested numbers from IRP 7/28; review and recommendation to department PR data page 7.	Ongoing: Need to submit IRP data to department with recommendation from Advising; status ongoing.	
P10	Recommendation 7: That the Department combines the "Systems Administration and Networking" and "Security" concentrations into a single "Systems and Security" concentration.	1. COMP and CIS curriculum groups developed curriculum plans for two areas: software concentration and 2. "Security and Systems"; program restructuring to consolidate to two concentrations approved by the dept. Dec.2	Revisions discussed with program advisors Dec. 3/4 (?). Review with Dean and submit to FSCC. (Spreadsheet description attached)	The department rescinded this on October 30 2015
P10	Recommendation 8: That the Department prepares and publishes a rotation of courses from which it is clear to students that with appropriate planning, a BCIS degree with any one concentration can be completed within five years (assuming a September start date and preparedness on the student's part to enrol in at least four courses each semester).	Develop a multi-year course offering schedule to 1. Meet current students' declared concentration plans, and 2. to accommodate new courses and redefined concentrations; narrow set of elective course offerings.	Developed and approved in departmental retreat Dec. 2 with process for balance between S&S and COMP concentrations.	
P10	Recommendation 9: That the University and the Department establish a policy where students in their final year of study have preferred access to the courses they need to complete their degree.	Data request of IRP 7/16: Analysis of student access to courses in final year; discuss data when available with advisors.	Two management strategies implemented: 1. Seat limits on INTL enrolments and 2. F&W semester offerings of all core courses.	
P10	Recommendation 10: That the Department ensures there are at least two regular faculty members who are qualified, prepared and willing to teach each core CIS and COMP course in the CIS diploma, BCIS degree and proposed BSc degree.	Difficult issue given breadth of program and limited B faculty; faculty are aware of this strategic direction, confronted in relation to application of the CA; concept not embraced by faculty	This strategic direction confronts a deep seated belief structure in the department and requires slow and methodical work course by course. Ongoing.	
P10	Recommendation 11: That the Department takes into account course-planning considerations when scheduling sabbatical leaves, and that the University supports faculty who may be requested to delay the start of sabbaticals in order to facilitate course planning, by allowing delay time to be included in "continuous service" counted towards a subsequent sabbatical leave.	This matter is governed by the Collective agreement and university policy. Recommendation not in program scope;	Dean to forward as comment to HR.	HR issue

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P10	Recommendation 12: That the Department reduces the amount of credit required in upper-level CIS and COMP courses for the BCIS degree from 33 credits to 30.	Recommendation considered as part of the program restructuring. The revised program maintains the total credit requirement. (the added credits relate to course contact hours, aligned with other programs)	Recommendation considered in concentration review; no further action at this time.	
P10	Recommendation 13: That the Department introduces a third-year course on database management systems in addition to the current second-year course, and that this new course be core to the Software Development concentration.	3xx database management course approved by department Dec. 2 (retreat) and added to Software Development concentration (not as core). The course needs a developer. (SA was suggested)	Ongoing: DH	
P10	Recommendation 14: That the Department introduces a course or courses on mobile software development, and that this course or courses be core to the Software Development concentration.	3xx mobile software approved by department Dec. 2 (retreat) and added to Software Development concentration (not as core). The course needs a developer. (possibly the course developer)	Ongoing: DH	ongoing
P10	Recommendation 15: That the Department introduces a course on virtualization technology, and that this course be core to the Systems and Security concentration.	Approved new course at Dept. meeting Aug 20. Plan roll out Summer 2015. Memory upgrade required and implemented in lab. Course scheduled Summer term 2015.	New course now implemented; two faculty members were identified as able to teach.	Course developer identified.
P11	Recommendation 16: That the Department adds a team project to the BCIS degree (for a group of five to ten students) as either a new course or a revision of CIS 440; and this is distinct from recommendation 3 (i.e., project lab for diploma).	Discussed at departmental retreat Aug. 19 and meeting Aug.20. Course upgrades in progress. Project work and team work are different matters. Project course review is underway for both concentration areas, and group work learning outcomes are being considered	Sept department meeting motion to revise course outlines for: CIS 440 and new COMP 441; ONGOING: DH	ongoing
P11	Recommendation 17: That the Department and its members consult with the Teaching and Learning Centre on adopting best-practices for group-project management and for student evaluation involved in such group projects (certificate, diploma and degree).	DEPARTMENT RETREAT SESSION Consultation Aug 19 with Director of T&L: Further work underway. DH to research and report to department in October (postponed to 2015)	Ongoing: DH	Faculty member working on this.
P11	Recommendation 18: That the University and the Department standardize on degree nomenclature by referring to the "BCIS degree".	Part of comprehensive review of print and online materials related to CIS; Advising, Dean's office, Marcom; program changes and discontinuances can now be incorporated.	Ongoing: DH	
P13	Recommendation 19: That contingent on the University's approval of our recommendations on faculty hiring, the Department proceeds with the creation of a BSc Major in Computer Science in a manner that leverages courses in the degree and other UFV degree programs.	Software Development Concentration revised to help this "leverage" and discussions underway in other science departments in relation to BSc CS proposal.	Ongoing: COMP curriculum group Physics/Dean/FSCC	ongoing
P13	Recommendation 20: That the University supports the Department in its negotiations with other academic units for use of their courses as potential upper-level electives in the BSc Major in Computer Science.	Ongoing: COMP curriculum group Physics/Dean/FSCC	Ongoing: BSc. CS proposal	
P13	Recommendation 21: That the Department investigates the creation of a Software Concentration in the BSc Major in Computer Science in a manner that leverages courses in the BCIS degree's Software concentration.	Refer to BSc CS program proposal committee: Ongoing	Ongoing: BSc. CS proposal	BSc. CS proposal
P13	Recommendation 22: That the Department investigates the creation of one or more of the following concentrations in the BSc Major in Computer Science: Mathematics, Physics and Engineering, Geographic Information Systems.	Refer to BSc CS program proposal committee: ongoing	Ongoing: BSc. CS proposal	Ongoing
P13	Recommendation 23: That the University and the Department review the credits assigned to each CIS course to ensure their appropriateness.	Departmental review with curriculum revisions Dec. 2; no change recommended: credits aligned with contact hours; further administrative review the purview of the Dean.	Dean to initiate if necessary	Not started yet. But this was done not long ago prior to the review.

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P13	Recommendation 24: That the University and the Department reconsider the method by which credits are assigned to CIS and COMP courses.	Departmental review with curriculum revisions Dec. 2; no change recommended: credits aligned with contact hours; further administrative review the purview of the Dean.	Dean to initiate if necessary	Not started yet. But this was done not long ago prior to the review.
P14	Recommendation 25: That the University pursue options to allow for the changing of credit hours with no loss of tuition revenue.	Not a program specific matter; a reduction in credit hours maintaining tuition fees may violate university tuition policy.	Administrative matter outside of program review	Agreed
P14	Recommendation 26: That the University and the Department define the BCIS degree as 40 courses of three or more credits each, while restricting upper-level courses to three credits.	Considered as part of curriculum review; credits now aligned with contact hours; this recommendation will be considered as courses are revised to consider learning outcomes in modules of contact time that would eventually result in this recommendation outcome.	Ongoing: Dean to review with course revisions	Ongoing
P14	Recommendation 27: That the University and the Department define any new BSc degree as 40 courses of three or more credits each, while restricting upper-level courses to three credits.	Refer to BSc CS program proposal committee; certain courses in the BSc CS proposal are COMP service courses to the BCIS so the above comment applies	Ongoing: Dean to review with course revisions	In progress
P15	Recommendation 28: That the Department reviews its course outlines with the goal of increasing clarity and correctness.	Administrative: implementation with new course outlines and future course revisions underway.	Ongoing: Dean to review with course revisions	Ongoing
P15	Recommendation 29: That the Department reviews the level of secondary-school math prerequisites needed for CIS and COMP courses, and specifies the correct secondary-school course names.	Departmental and Advising review complete; new math requirement for courses and for the program approved by the department in in process	Print, online calendar changes in process and recruitment advice for BCIS Chandigarh	Ongoing
P15	Recommendation 30: That the University and the Department review the learning outcomes at all levels (course approval, development and delivery) for appropriate verb use.	Administrative: implementation with new course outlines and future course revisions	Ongoing	Ongoing
P16	Recommendation 31: That the Department extends a standing invitation to co-op staff serving the CIS programs to attend regularly-scheduled Department meetings.	Administrative: implementation in place and ongoing	Complete	Ongoing
P16	Recommendation 32: That the Department continues to invite co-op staff serving the CIS programs to attend External Advisory Committee meetings.	Administrative: implementation in process;	Dean to convene external advisory committee when ready	Ongoing
P16	Recommendation 33: That the University supports better integration between the University's student-information system and the software needed by co-op office staff to administer UFV's co-op programs.	Administrative- outside scope of department and program review;	Dean to review and forward as appropriate	
P16	Recommendation 34: That the University increases the number of co-op staff positions devoted to the Faculty of Science.	Administrative- outside scope of department and program review;	Dean to review and forward as appropriate	
P16	Recommendation 35: That the Department adopts a curriculum-committee structure (for both ad hoc and standing committees) having three or five CIS Department members plus one external (non-voting) member; where membership on one such committee does not preclude membership on any other; and where the external member offers advice on committee proposals.	Curriculum committee structure: COMP committee: include BSc CS members and others in "programmers group"; another CC including CIS faculty in Security and Systems concentration; and joint program committee to oversee overall BCIS program issues; Implementation contingent on management structure for program.	In progress with restructuring: Dean	In progress
P17	Recommendation 36: That the University recognizes that significant growth in enrolments by international students in certain programs should not significantly decrease access by domestic students to those same programs.	The matter is recognized as a key reputational issue: Administrative business in place with international student seat reserves (to protect domestic spaces) and "high demand" course adds now in place where enrolment dictates. Sections of all core courses offered Fall and Winter terms.	Administrative process in place; requires ongoing management by DA and advisors	Ongoing

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P17	Recommendation 37: That the University's enrolment management supports the Department in offering baccalaureate programs which domestic students can normally complete within five years.	Benchmark of 5 years. Goal requires enabling Concentration achievement without waiting for courses, a broadening of course options coupled with a frequency of offerings to achieve the benchmark goal. Ongoing enrolment management is required in all details: TT scheduling, course prerequisite structure, management of international enrolment, etc. (This goal still requires affirmation by the faculty.)	Overarching goal requires implementation of many of the other recommendations. ONGOING:DH/DA	
P17	Recommendation 38: That the University's enrolment management supports the Department in offering baccalaureate programs which international students can complete in a timely manner.	As above: benchmark goal does not apply differentially to domestic and international students.	Ongoing, as above.	
P18	Recommendation 39: That the Department reviews CIS and COMP course prerequisites with the goals of (a) simplifying prerequisite language and (b) reducing the need for students to complete prerequisite waivers necessary for course enrolment.	Ongoing; several changes have already been made; ongoing work of curriculum groups.	Ongoing: DH	Ongoing
P18	Recommendation 40: That the Department immediately reviews and updates all CIS and COMP official course outlines which have not been updated in the last four years.	Administrative, work in progress; Business process managed by DA. (spreadsheet course outline management linked to course plan)	Ongoing: DA	Ongoing
P18	Recommendation 41: That the Department considers renaming CIS 380 to COMP 380.	Retreat and dept. meeting Aug 19/20. Approved this change and several others. In process for governance approval.	Complete	
P18	Recommendation 42: That the Department considers whether it is appropriate and beneficial to allow some courses to have a "CIS or COMP" flexible label, or whether that goal can be accomplished by cross-listing courses within the CIS Department.	Retreat topic and Department meeting; Resolution is that rather than "cross-listing" courses, all courses would be considered for dominant content: IS and IT courses would be CIS and predominantly CS courses would be COMP. Precepts document approved by department Aug 19/20, revised and approved again in Sept. Several courses changed designation	Complete	
P18	Recommendation 43: That the Department drafts a brief policy statement which makes clear the distinction between the qualities of a CIS course, the qualities of a COMP course, and (if applicable) the qualities of a "CIS or COMP" course.	Detailed above (recommendation #42)	Complete	
P19	Recommendation 44: That the Department and its members make use of the Teaching and Learning Centre and its resources in order to create ever-better learning outcomes for curriculum, course outlines, course syllabi, and other relevant documents.	Implemented revised learning outcomes for all courses; curriculum groups responsible for oversight that learning outcomes are appropriate for new course proposals and course revisions. ONGOING	Ongoing: faculty	Ongoing
P19	Recommendation 45: That the Department schedules in a sustainable manner four-year reviews of all CIS and COMP courses in order to ensure course content is up-to-date; and, where applicable, ensure the course content represents best current practices in public- and private-sector IT organizations.	Business process implementation with course management plan (spreadsheet noted above); also requires coordination with external advisory group. DA/DH/Dean.	Ongoing DH	Ongoing
P19	Recommendation 46: That the Department review language used in the course descriptions on the basis of outcomes from the previous two recommendations.	As above, ongoing	Ongoing: DH	Ongoing
P21	Recommendation 47: That the Department develops a policy describing letter-grade meanings that is informed by student achievement on stated course learning outcomes and which adheres to the University policy on grading.	Ongoing discussion at program and course level Future Retreat topic informed with IRP data. DH to carry forward: ongoing	Ongoing: DH	Ongoing
P21	Recommendation 48: That the University supports academic units that develop policies such as those arising from Recommendation 47.	Implementation extends beyond scope of CIS program review: recommendation forwarded to Dean	Dean	

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P21	Recommendation 49: That the University implements a policy where the overall "Section GPA" is reported for each course on the transcript of each student.	Implementation outside scope of CIS program: recommendation to be forwarded to the Dean	Dean	
P21	Recommendation 50: That the Department ensures compliance with BCCAT instructor standards.	BBCAT "standards" are guidelines only (and are followed by the CIS Standing SAC). Compliance is in place for sessional postings; guidelines met otherwise by University policy and CA standards.	Complete	
P22	Recommendation 51: That the Department prepares a yearly plan for its K-12 and First Nations outreach activities.	BF as Retreat topic: needs advocate	Ongoing: DH	
P22	Recommendation 52: That the University supports the Department as it develops its own K-12 and First Nations outreach and as it collaborates with other compatible outreach efforts delivered by other academic units.	BF as Retreat topic: needs advocate	Ongoing: DH	
P23	Recommendation 53: That the Department designates a member of staff or faculty as webmaster and that this individual be given authority to edit the Department website.	Administrative: requires alignment with other academic units in ongoing management. Dean to determine and assign	Ongoing: Dean	Ongoing: DA
P23	Recommendation 54: That the Department webmaster makes appropriate changes to the Department website, including but not limited to items listed in Appendix 2 of this document.	As above.	Ongoing: Dean	Ongoing: DA
P23	Recommendation 55: That the University supports the Department as it revises the CIS website to reflect the University's information-architecture best practices.	As above.	Ongoing: Dean	
P24	Recommendation 56: That the University funds the refresh of Departmental instructional equipment with a goal of retiring all machines currently in use (June 2014) within four years.	Refresh cycle is established by ITS for certain infrastructure. (This is outside purview of the CIS department.) The CIS program has a capital plan and limited budget to implement technology needs related to courses. The Capital Plan calls for capital needs tuned to learning outcomes and not broad overarching benchmarks as suggested by this recommendation.	Alternative Capital plan model adopted. Plan Holder: System Administrator.	ongoing
P24	Recommendation 57: That the Department continuously documents, reviews and updates its equipment-refresh plan; and that the Department ensures this plan is always ready as a response to funding opportunities identified by the Department or the University.	Recommendation implies ongoing review of the CIS program capital Plan and the ranking of priorities in relation to learning outcomes. Requires development of Capital Planning committee of program with System Administrator.	Ongoing: DH/System Administrator	ongoing
P24	Recommendation 58: That the Department ensures terms of reference for the External Advisory Committee include a provision where its members are encouraged to identify and communicate knowledge of commercial-tool best-practices in public- and private-sector IT organizations and to share this knowledge with the Department.	Review TOR for External Advisory Group	Ongoing: DH/Dean	Ongoing
P25	Recommendation 59: That the University posts hiring notices for two regular-faculty positions (i.e., the two frozen positions) in the Department whose teaching duties will include a variety of upper-level courses in both CIS and COMP.	Recommendation noted; implementation subject to dedicated FTE funding; outside scope of departmental action;	Dean/VP Academic	Posted one position
P25	Recommendation 60: That the Department considers a new regular faculty position (in addition to those referred to in Recommendation 59) to be cross-appointed between Business and CIS.	Recommendation noted; implementation subject to dedicated FTE funding; outside scope of departmental action; administrative restructuring of CIS program in Faculty of Professional Studies will enable the object implied by cross appointment	Completed with administrative restructuring	
P26	Recommendation 61: That the Department implements an online course-syllabi repository based upon, but not limited to, the suggestions made in this report for supporting consistency among course offerings.	The department recognizes the need to actively mentor sessional faculty to achieve the object of this recommendation	Ongoing: DH	Ongoing

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P26	Recommendation 62: That the Department implements an online and paper-copy final-exam repository based upon, but not limited to, the suggestions made in this report for supporting consistency among course offerings.	The department recognizes the need to actively mentor sessional faculty to achieve the object of this recommendation	Ongoing: DH	Ongoing
P26	Recommendation 63: That sessional instructors be treated as full members of the Department, and that they be permitted to participate in regularly-scheduled Department meetings and relevant subcommittee meetings.	The department recognizes the legitimacy of this recommendation and also recognizes a need for certain business to be conducted by regular faculty. Recommendation is noted for at least partial implementation.	Ongoing: DH	Ongoing
P27	Recommendation 64: That the University and the Department develop a plan for retaining the current Computer Systems Administrator for CIS.	Considerable progress has been achieved in integrating the work of system administrator with academic planning and program development.	Ongoing: DH/SA	Ongoing
P27	Recommendation 65: That the Department employs a sequence of work-study or co-op students to assist the Computer Systems Administrator for CIS in documenting system-administration procedures and system configurations.	Recommendation alternatively addressed with a documentation project with reliance on an ITS employee; Proposal submitted to ITS (42 hours; funding approved by Dean); still in revision stage with ITS. (matter initiated with meeting request 7/28)	In progress: DH/SA/Dean: final proposal document still in progress.	
P27	Recommendation 66: That the Department designates a Systems Administration subcommittee whose members will be able to assume the Computer Systems Administrator for CIS's duties (at least temporarily) as necessary, and to provide orientation for a temporary or permanent replacement as necessary.	The above proposal will enable the documenter to assume this role in an exigent situation. (ITS employee mentioned as candidate—also a student in program)	In progress: DH/SA as above.	
P27	Recommendation 67: That the University and the Department support the efforts of the Computer System Administrator for CIS in ensuring a two-way flow of information between UFV's IT Services and the CIS Department.	Recommendation noted and discussed with ITS and SA; unclear issue but both committed to ongoing communication.	Ongoing: SA/DH	Ongoing
P27	Recommendation 68: That the Department adds links to the University's policy on Academic Integrity on all course syllabi, and includes clauses on all course syllabi which make clear that the activities described (among others) constitute academic misconduct and warn of the potential penalties in cases of academic misconduct.	Ongoing discussion of academic integrity issues addressed constantly among faculty. Considered that warnings are an insufficient remedy. Consideration given to orientation session for new students to the program (similar to Business program).	Ongoing: DH	Ongoing
P28	Recommendation 69: That the Department develops and communicates to all faculty and lab assistants a clearly stated (and workable) procedure for responding to incidents of academic misconduct.	There is an institutional policy and procedure in place that the department follows.	Complete	
P28	Recommendation 70: That the Department ensures reasonable efforts (including those based on policy and those based on technology) be taken to minimize the repetitive use of major summative evaluation instrument in order to reduce opportunities for the re-use of test answers, assignment solutions, and similar material.	Academic integrity solutions are matters of constant discussion among faculty in the department, sharing best practices. The department has purchased the Lanschool software for one lab and is considering expanding its use. The recommendation is noted and the work is ongoing by faculty.	Ongoing : all faculty	Ongoing
P28	Recommendation 71: That the University and Department re-institute opportunities for CISSA to participate in significant ways with the academic life of the Department, including such steps as: guaranteed participation in Department meetings; regularly-scheduled meetings with the Department's executive team; and invitations to suitable sessions of Department retreats.	This recommendation is accepted in principle with implementation to be planned, similar to the engagement of sessional faculty, once the administrative reorganization is complete. DH to follow up	Ongoing: DH	Ongoing

Key to terms used:

DA= Departmental Assistant

SA= System Administrator

DH= Department Head

ITS= Information Technology Services