



Unit Action Plan

Department Information			
Department Name:	Software Engineering Technology		
Leader:	Mike Phillips	Submitted by:	Michael Phillips
Date Submitted:	9/2/2006	Review Period: 09/01 2006	To 08/31/ 2007
Unit Purpose Statement:	The purpose of the Software Engineering Technology (SET) department is to train and prepare students for entry level employment as SET professionals in the fields of Webmaster, Software Engineering, Multimedia, and Professional Office Technology. Candidates are trained by experienced industry professionals on current technologies using industry standard practices and techniques.		
1st Goal/Objective			
Classification:	Instructional	College Master Goal:	Learning
Unit Goal:	Professional Office Technology is the largest program in the SET department. The curriculum for the Certificate award and the AAS award need to be better aligned so that the maximum number of courses required by the Certificate award are applicable to the AAS award. Toward that goal, the curricula for these two awards will be revised so they are better aligned, and few, if any, courses taken toward the Certificate award will not be applicable to the AAS award.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: A comparison of the degree and certificate shows several courses in the certificate will not apply toward the AAS
Amount Budgeted:	\$0.00		
Budget Explanation:	No funds required for the curricula revisions.		
Strategies:	Complete the revisions and get the changes approved by the SET Advisory Committee.		
Expected Outcomes:	Revised curricula for POFT will be approved and implemented.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Advisory Committee minutes.
Mid-Cycle Outcomes			
Mid-Cycle Date:	4/15/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	Curricula for POFT AAS and CER awards have been approved as well as updating the curricula for SET AAS, WEB AAS, and MLT AAS. All changes were approved by the SET Advisory Committee and are now on our web site.		
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	Curricula for POFT AAS and CER awards have been approved as well as updating the curricula for SET AAS, WEB AAS, and MLT AAS. All changes were approved by the SET Advisory Committee and are now on our web site. The new catalog reflects the revised curricula for all our awards.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			



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2nd Goal/Objective			
Classification:	Instructional	College Master Goal:	Learning
Unit Goal:	Hire a lead instructor for the Professional Office Technology program by the fall term of 2007.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:	\$45,000.00		
Budget Explanation:	Salary for a qualified lead instructor.		
Strategies:	Utilize adjunct instructor(s) as needed until lead instructor is hired. Include in the budget request for FY 2008 funding for full-time instructor.		
Expected Outcomes:	New full-time lead instructor on-board by the 2007 Fall term.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Budget approved/instructor hired.
Mid-Cycle Outcomes			
Mid-Cycle Date:	4/15/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	The position for a lead instructor was presented as part of the SET proposed FY 2008 budget. We expect to meet this outcome pending approval of the position in the 2008 budget.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	The FTE for an Instructor for the Professional Office Technology program was not approved, therefore, this goal was not met.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	We will continue to utilize adjuncts as needed and as appropriate to accommodate students in the POFT program. This goal will be carried over to next year.		



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3rd Goal/Objective			
Classification:	Instructional	College Master Goal:	Innovation
Unit Goal:	Provide training to implement new technologies such as SmartBoards, iPods, Office 2007, etc. in SET department classrooms. Training may be internal or external as available and appropriate.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:	\$5,000.00		
Budget Explanation:	For external or "canned" training for new technology.		
Strategies:	Utilize local experts in the relevant training as appropriate. Purchase external training software or send faculty to external training if local training is not available not appropriate.		
Expected Outcomes:	SmartBoards will be installed, iPods purchased by April of 2007.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:	4/15/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	SmartBoards have been installed in all 5 labs for which they were planned. Faculty has received workshop training in their use. SmartBoards are already being effectively used in the classrooms. iPods have been purchased for four faculty and the process of exploring educational potential has begun.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	Many professional development opportunities have been made available utilizing campus and TSTC System resources. Our faculty have been participating throughout the year.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	Continue professional development, but not as a goal for our UAP.		



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4th Goal/Objective			
Classification:	Instructional	College Master Goal:	
Unit Goal:			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:			
Expected Outcomes:			
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			