

Computer Information Technology (ADC) Assessment Report

2025-26

Learning Outcomes for Computer Information Technology:

1. Students will be able to identify and evaluate information technology infrastructure necessary to meet an organization's business needs.
2. Students will be able to develop, plan and evaluate appropriate processes for managing information systems and information technology projects.
3. Students will be able to design, develop, and evaluate software solutions to meet an organization's business needs.
4. Students will be able to apply their technical knowledge and critical thinking to solve problems (Critical Thinking).
5. Students will be able to speak about their work with precision, clarity and organization (Oral Communication).
6. Students will be able to write about their work with precision, clarity and organization (Written Communication).
7. Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).
8. Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (Quantitative Reasoning).
9. Students will collaborate effectively in teams.
10. Students will understand the professional, ethical, legal, security and social issues and responsibilities with the implementation and use of information technology.

Assessment Data Mathematical, Information and Computer Sciences Computer Information Technology (ADC)

Learning Outcome: Students will be able to identify and evaluate information technology infrastructure necessary to meet an organization's business needs.

Outcome Measure: Pass rates on certification exams.

Criteria for Success:

By the end of their 4th term (Grossmont) or 3rd term (MiraCosta):

- 80% of the students will be at or above 90% of the score needed to pass the CompTIA A+ exam.
- 80% of the students will be at or above 90% of the score needed to pass one additional CompTIA certification exam.

Longitudinal Data:

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Percentage at or Above 90% of CompTIA A+ Exam Passing Score	68%	73%	71%	88%	71%	90%	94%
Percentage at or Above 90% for at Least One of CompTIA Network+, Security+, Project+, or Cloud+ Exam Passing Score	86%	85%	87%	93%	77%	100%	89%

Conclusions Drawn from Data: The students have been consistently meeting our criteria on their second certification exam. The students have been inconsistent in meeting the criteria on the A+ exam, but have met the target for the past two years. Some of our 2023-24 students had general challenges with certification exams, and that can be seen in that year's results.

The A+ certification has two component exams. After some analysis, we have changed the class that supports preparation for these two exams from one to two units to help the students prepare more effectively. This change began in the fall of 2023. It seems to be providing students with more focus to prepare for the exams, and the results in 2024-25 and 2026-26 seem to reflect that improvement.

Changes to be Made Based on Data: We will continue to monitor the change of separating the exams into two courses and see if it continues to improve the students' scores over time.

Rubric: Since these are online exams provided by CompTIA, there is no rubric.

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome: Students will be able to develop, plan, and evaluate appropriate processes for managing information systems and information technology projects.

Outcome Measure: Signature Assignment for a project plan report in CIT3034 Project Management.

Criteria for Success: 80% of the students should have an average score of at least 80%.

Longitudinal Data:

	Percentage of students scoring more than 80%						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Project Plan	84%	85%	90%	93%	84%	80%	92%

Conclusions Drawn from Data: Beginning in the 2025-26 year, this criterion was moved to be measured every even-numbered fall year and was not measured this year.

Changes to be Made Based on Data: Continue to monitor.

Rubric: On the next page.

Criteria	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory
Draft 1 14 - 15 pts	<input type="checkbox"/> Completeness - 300+ words and includes the company's name, the project's name, the date the project was completed or is expected to be completed, employee contact names (minimum two people) and an overview of the project and its strategic and/or tactical purpose.	<input type="checkbox"/> Completeness - 250 to 300 words or includes all but one of the following: the company's name, the project's name, the date the project was completed or will be expected to be completed, employee contact names (minimum two people) and an overview of the project and its strategic and/or tactical purpose.	<input type="checkbox"/> Completeness - 200 to 300 words or includes all but two or three of the following: the company's name, the project's name, the date the project was completed or will be expected to be completed, employee contact names (minimum two people) and an overview of the project and its strategic and/or tactical purpose.	<input type="checkbox"/> 4 - 9 pts Completeness - 50 to 200 words or is missing all but one or two of the following: the company's name, the project's name, the date the project was completed or will be expected to be completed, employee contact names (minimum two people) and an overview of the project and its strategic and/or tactical purpose.
	<input type="checkbox"/> 5 pts Format - No spelling or grammatical errors, meets all APA requirements	<input type="checkbox"/> 4 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	<input type="checkbox"/> 2 - 3 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	<input type="checkbox"/> 0 - 1 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.
Draft 2 23 - 25 pts	<input type="checkbox"/> Completeness - Includes complete information on all of the following: the project name, executive summary, project stakeholders, project description, MOV, project scope, project schedule summary, project budget summary, and terminology and glossary	<input type="checkbox"/> Completeness - Includes complete information on all but one or two of the following: the project name, executive summary, project stakeholders, project description, MOV, project scope, project schedule summary, project budget summary, and terminology and glossary	<input type="checkbox"/> Completeness - Includes complete information on all but three to five of the following: the project name, executive summary, project stakeholders, project description, MOV, project scope, project schedule summary, project budget summary, and terminology and glossary	<input type="checkbox"/> 5 - 10 pts Completeness - Includes complete information on only one to three of the following: the project name, executive summary, project stakeholders, project description, MOV, project scope, project schedule summary, project budget summary, and terminology and glossary
	<input type="checkbox"/> 5 pts Format - No spelling or grammatical errors, meets all APA requirements	<input type="checkbox"/> 4 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	<input type="checkbox"/> 2 - 3 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	<input type="checkbox"/> 0 - 1 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.
Draft 3 32 - 35 pts	<input type="checkbox"/> Completeness - Includes complete information on all of the following: Updated and corrected content from the second draft, A title page, TOC, project control WBS and Gantt chart, project risk summary, and implementation plan.	<input type="checkbox"/> Completeness - Includes complete information on all but one or two of the following: Updated and corrected content from the second draft, A title page, TOC, project control WBS and Gantt chart, project risk summary, and implementation plan.	<input type="checkbox"/> Completeness - Includes complete information on all but three to five of the following: Updated and corrected content from the second draft, A title page, TOC, project control WBS and Gantt chart, project risk summary, and implementation plan.	<input type="checkbox"/> 14 - 22 pts Completeness - Includes complete information on only one to three of the following: Updated and corrected content from the second draft, A title page, TOC, project control WBS and Gantt chart, project risk summary, and implementation plan.
	<input type="checkbox"/> 5 pts Format - No spelling or grammatical errors, meets all APA requirements	<input type="checkbox"/> 4 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	<input type="checkbox"/> 2 - 3 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	<input type="checkbox"/> 0 - 1 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.
Final Plan 23 - 25 pts	<input type="checkbox"/> Report Completeness - Includes all updated sections from draft 2 and draft 3.	<input type="checkbox"/> Report Completeness - Includes all but one or two updated sections from draft 2 and draft 3.	<input type="checkbox"/> Report Completeness - Includes all but three to five updated sections from draft 2 and draft 3.	<input type="checkbox"/> 5 - 10 pts Report Completeness - Includes one or two updated sections from draft 2 and draft 3.
	<input type="checkbox"/> 5 pts Format - No spelling or grammatical errors, meets all APA requirements	<input type="checkbox"/> 4 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	<input type="checkbox"/> 2 - 3 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	<input type="checkbox"/> 0 - 1 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.
	<input type="checkbox"/> 14 - 15 pts Presentation Document - Containing all of the following: Four to six slides reporting the main aspects of the project, slides follow the template provided, slides are engaging, readable and have appropriate graphics and information.	<input type="checkbox"/> 12 - 13 pts Presentation Document - Containing all but one of the following: Four to six slides reporting the main aspects of the project, slides follow the template provided, slides are engaging, readable and have appropriate graphics and information.	<input type="checkbox"/> 10 - 11 pts Presentation Document - Containing all but two of the following: Four to six slides reporting the main aspects of the project, slides follow the template provided, slides are engaging, readable and have appropriate graphics and information.	<input type="checkbox"/> 4 - 9 pts Presentation Document - Containing all but three or more of the following: Four to six slides reporting the main aspects of the project, slides follow the template provided, slides are engaging, readable and have appropriate graphics and information.
	<input type="checkbox"/> 14 - 15 pts Presentation - Containing all of the following: Lasts between 5 and 7 minutes, well prepared and rehearsed, avoided reading from the screen, clear and concise presentation, responded well to questions, was attentive during other presentations.	<input type="checkbox"/> 12 - 13 pts Presentation - Containing all but one of the following: Lasts between 5 and 7 minutes, well prepared and rehearsed, avoided reading from the screen, clear and concise presentation, responded well to questions, was attentive during other presentations.	<input type="checkbox"/> 10 - 11 pts Presentation - Containing all but two or three of the following: Lasts between 5 and 7 minutes, well prepared and rehearsed, avoided reading from the screen, clear and concise presentation, responded well to questions, was attentive during other presentations.	<input type="checkbox"/> 4 - 9 pts Presentation - Containing all but four of the following: Lasts between 5 and 7 minutes, well prepared and rehearsed, avoided reading from the screen, clear and concise presentation, responded well to questions, was attentive during other presentations.

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome: Students will be able to design, develop, and evaluate software solutions to meet an organization’s business needs.

Outcome Measure: Signature Assignment to create a systems plan report in CIT4034 Management Information Systems.

Criteria for Success: 80% of the students should have an average score of at least 80%.

Longitudinal Data:

	Percentage of students scoring more than 80%						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
System Plan	100%	100%	92%	88%	91%	100%	94%

Conclusions Drawn from Data: The students are achieving our benchmark. This class is being moved to being assessed in alternating years (the years that begin with an odd fall).

Changes to be Made Based on Data: Continue to monitor.

Rubric: See next page.

MICS: PLO DATA- Computer Information Technology, 2025-2026

CIT434 - MIS Systems Plan Rubric					
Criteria	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory	
Draft	5 pts Company Overview - The overview has all of the following: A description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	7 pts Company Overview - The overview has all but one of the following: A description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	2 pts Company Overview - The overview has all but two of the following: A description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	0 pts Company Overview - The overview has all but three or more of the following: A description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	
	9 pts Strategic Organizational Goals - The goals have all of the following: lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	7 pts Strategic Organizational Goals - The goals have all but one of the following: lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	6 pts Strategic Organizational Goals - The goals have the following but each is not clearly stated or one is complete missing: lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	4 pts Strategic Organizational Goals - The goals have the following but each is poorly stated or one is complete missing: lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	
	15 pts Format - No spelling or grammatical errors, meets all APA requirements	2 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	7 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	0 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.	
Final Plan Report	9 pts Company Overview - The overview has all of the following: Updated from the draft, a description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	7 pts Company Overview - The overview has all but one of the following: Updated from the draft, a description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	2 pts Company Overview - The overview has all but two of the following: Updated from the draft, a description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	0 pts Company Overview - The overview has all but three or more of the following: Updated from the draft, a description of the organization, what the organization does and who it serves, copy of the company's mission statement that is clearly labeled.	
	9 pts Strategic Organizational Goals - The goals have all of the following: Updated from the draft, lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	7 pts Strategic Organizational Goals - The goals have all but one of the following: Updated from the draft, lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	6 pts Strategic Organizational Goals - The goals have the following but each is not clearly stated or one is complete missing: Updated from the draft, lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	4 pts Strategic Organizational Goals - The goals have the following but each is poorly stated or one is complete missing: Updated from the draft, lists two or more strategic goals of the company that can be supported by a new or upgraded Information Systems. Each goal description is complete and explains how the goal aligns with the company's mission	
	14 pts Technology Assessment - Has all of the following: Describes the current state of technology within the organization, focuses on the current technology assets that are used to support the one or two strategic organizational goals and IS strategic initiatives that are the focus this report.	12 pts Technology Assessment - Has all but one of the following: Describes the current state of technology within the organization, focuses on the current technology assets that are used to support the one or two strategic organizational goals and IS strategic initiatives that are the focus this report.	10 pts Technology Assessment - Has all but two of the following: Describes the current state of technology within the organization, focuses on the current technology assets that are used to support the one or two strategic organizational goals and IS strategic initiatives that are the focus this report.	8 pts Technology Assessment - Poorly describes or is partially missing following: Describes the current state of technology within the organization, focuses on the current technology assets that are used to support the one or two strategic organizational goals and IS strategic initiatives that are the focus this report.	
	14 pts Technology Goals - Has all of the following: An overview of the organization's technology goals that will be needed to fulfill the strategic goals already identified, explaining how the technology goal will help support and/or fulfill the strategic organization goal identified in the previous section, a clear mapping between the technology goal and the organizational goal, identified the goal on the strategic impact grid.	12 pts Technology Goals - Has all but one of the following: An overview of the organization's technology goals that will be needed to fulfill the strategic goals already identified, explaining how the technology goal will help support and/or fulfill the strategic organization goal identified in the previous section, a clear mapping between the technology goal and the organizational goal, identified the goal on the strategic impact grid.	10 pts Technology Goals - Has all but two of the following: An overview of the organization's technology goals that will be needed to fulfill the strategic goals already identified, explaining how the technology goal will help support and/or fulfill the strategic organization goal identified in the previous section, a clear mapping between the technology goal and the organizational goal, identified the goal on the strategic impact grid.	8 pts Technology Goals - Is missing three or more of the following: An overview of the organization's technology goals that will be needed to fulfill the strategic goals already identified, explaining how the technology goal will help support and/or fulfill the strategic organization goal identified in the previous section, a clear mapping between the technology goal and the organizational goal, identified the goal on the strategic impact grid.	
	9 pts Information Systems Guidelines - has a complete list of relevant information system guidelines and how they relate to the organizational and technology goals presented in the report.	7 pts Information Systems Guidelines - has a mostly complete list of relevant information system guidelines and how they relate to the organizational and technology goals presented in the report.	6 pts Information Systems Guidelines - has a semi-incomplete list of relevant information system guidelines and how they relate to the organizational and technology goals presented in the report.	4 pts Information Systems Guidelines - has an incomplete list of relevant information system guidelines and how they relate to the organizational and technology goals presented in the report.	
	9 pts SWOT Analysis of Technology Goals - has a complete SWOT analysis relevant to the report and how it relates to the organizational and technology goals presented in the report.	7 pts SWOT Analysis of Technology Goals - has a mostly complete SWOT analysis relevant to the report and how it relates to the organizational and technology goals presented in the report.	6 pts SWOT Analysis of Technology Goals - has a semi-incomplete SWOT analysis relevant to the report and how it relates to the organizational and technology goals presented in the report.	4 pts SWOT Analysis of Technology Goals - has an incomplete SWOT analysis relevant to the report and how it relates to the organizational and technology goals presented in the report.	
	27 pts Information Systems Strategic Initiatives - has all the following: The IS Project Name, The high level cost and value of the initiative(s), The risks and mitigations needed to complete the initiative(s), Current and new technology infrastructure needed to successfully complete the initiative(s) and meet the organizational goal, Current and new IT professionals needed to successfully complete the initiative(s), Current and new software needed to successfully complete the initiative(s), Current and new outside contracts or business partners, Current and new processes needed to support the initiative(s), Estimated effort, time and detail costs needed to complete the initiative(s), Identify measurable success criteria.	23 pts Information Systems Strategic Initiatives - has all but one or two of the following: The IS Project Name, The high level cost and value of the initiative(s), The risks and mitigations needed to complete the initiative(s), Current and new technology infrastructure needed to successfully complete the initiative(s) and meet the organizational goal, Current and new IT professionals needed to successfully complete the initiative(s), Current and new software needed to successfully complete the initiative(s), Current and new outside contracts or business partners, Current and new processes needed to support the initiative(s), Estimated effort, time and detail costs needed to complete the initiative(s), Identify measurable success criteria.	16 pts Information Systems Strategic Initiatives - has all but three or four of the following: The IS Project Name, The high level cost and value of the initiative(s), The risks and mitigations needed to complete the initiative(s), Current and new technology infrastructure needed to successfully complete the initiative(s) and meet the organizational goal, Current and new IT professionals needed to successfully complete the initiative(s), Current and new software needed to successfully complete the initiative(s), Current and new outside contracts or business partners, Current and new processes needed to support the initiative(s), Estimated effort, time and detail costs needed to complete the initiative(s), Identify measurable success criteria.	8 pts Information Systems Strategic Initiatives - has all but five or more of the following: The IS Project Name, The high level cost and value of the initiative(s), The risks and mitigations needed to complete the initiative(s), Current and new technology infrastructure needed to successfully complete the initiative(s) and meet the organizational goal, Current and new IT professionals needed to successfully complete the initiative(s), Current and new software needed to successfully complete the initiative(s), Current and new outside contracts or business partners, Current and new processes needed to support the initiative(s), Estimated effort, time and detail costs needed to complete the initiative(s), Identify measurable success criteria.	
	10 pts Format - No spelling or grammatical errors, meets all APA requirements	7 pts Format - One or two spelling or grammatical errors, or meets all but one APA requirements	6 pts Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	4 pts Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.	
	Presentation	5 pts Strategic Goals - Concise and complete overview of strategic goals in presentation document	3 pts Strategic Goals - Concise or complete overview of strategic goals in presentation document	2 pts Strategic Goals - In-concise or incomplete overview of strategic goals in presentation document	0 pts Strategic Goals - In-concise and incomplete overview of strategic goals in presentation document
		9 pts Strategic Goals - Concise and complete overview of strategic initiatives.	7 pts Strategic Goals - Concise or complete overview of strategic initiatives.	6 pts Strategic Goals - In-Concise or incomplete overview of strategic initiatives.	4 pts Strategic Goals - In-Concise and incomplete overview of strategic initiatives.
10 pts Professional presentation - Did all of the following: Presentation document is well prepared, the presentation appears to be well rehearsed, presenter has good eye contact, responds well to questions, professional appearance, attentive to other's presentations, completed in 10 to 15 minutes		7 pts Professional presentation - Did all but one or two of the following: Presentation document is well prepared, the presentation appears to be well rehearsed, presenter has good eye contact, responds well to questions, professional appearance, attentive to other's presentations, completed in 10 to 15 minutes	6 pts Professional presentation - Did all but three or four of the following: Presentation document is well prepared, the presentation appears to be well rehearsed, presenter has good eye contact, responds well to questions, professional appearance, attentive to other's presentations, completed in 10 to 15 minutes	4 pts Professional presentation - Did all but one to two of the following poorly: Presentation document is well prepared, the presentation appears to be well rehearsed, presenter has good eye contact, responds well to questions, professional appearance, attentive to other's presentations, completed in 10 to 15 minutes	

MICS: PLO DATA- Computer Information Technology, 2025-2026

	$\frac{5}{5}$ pts: Format - No spelling or grammatical errors, meets all APA requirements	$\frac{4}{5}$ pts: Format - One or two spelling or grammatical errors, or meets all but one APA requirements	$\frac{3}{5}$ pts: Format - Two or three spelling or grammatical errors, or meets all but two APA requirements	$\frac{0}{5}$ pts: Format - Four spelling or grammatical errors, or does not meet three or more APA formatting requirements.
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Assessment Data Mathematical, Information and Computer Sciences Computer Information Technology (ADC)

Learning Outcome: Students will be able to apply their technical knowledge and critical thinking to solve problems (Critical Thinking).

GELO 1d: Critical Thinking: Students will be able to examine, critique and synthesize information in order to arrive at reasoned conclusions.

Outcome Measure: Pass rates on certification exams.

Criteria for Success:

By the end of their 4th term:

- 80% of the students will be at or above 90% of the score needed to pass the CompTIA A+ exam.
- 80% of the students will be at or above 90% of the score needed to pass one additional CompTIA certification exam.

70% of the students will be marginal or proficient at Level 2 Reading/Critical Thinking.

Longitudinal Data:

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Percentage at or Above 90% of CompTIA A+ Exam Passing Score	68%	73%	71%	88%	71%	90%	94%
Percentage at or Above 90% for at Least One of CompTIA Network+, Security+ or Project+ Exam Passing Score	86%	85%	87%	93%	77%	100%	89%

Conclusions Drawn from Data: The students have been consistently meeting our criteria on their second certification exam. The students have been inconsistent in meeting the criteria on the A+ exam, but have met the target for the past two years. Some of our 2023-24 students had general challenges with certification exams, and that can be seen in that year's results.

The A+ certification has two component exams. After some analysis, we have changed the class that supports preparation for these two exams from one to two units to help the students prepare more effectively. This change began in the fall of 2023. It seems to be providing students with more focus to prepare for the exams, and the results in 2024-25 and 2026-26 seem to reflect that improvement.

Changes to be Made Based on Data: We will continue to monitor the change of separating the exams into two courses and see if it continues to improve the students' scores over time.

Rubric: Since these are online exams provided by CompTIA, there is no rubric.

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome:

PLO: Students will be able to speak about their work with precision, clarity and organization (Oral Communication).

GELO 1b: Oral: Students will be able to effectively express ideas and information to others through oral communication.

Outcome Measure: Annual: Each student will be required to give an oral presentation on a topic in their field as a part of their participation in the Information Technology Project (CIT4081). The audience for this talk will include department faculty, fellow students and possibly some alumni.

The students will be given the evaluation criteria in advance of their presentation and will be rated by the faculty using a rubric with a scale of 4 (outstanding) to 1 (unsatisfactory) in the following areas:

- Command of background material
- Organization
- Oral presentation skills
- Use of presentation tools
- Ability to field questions from the audience

Criteria for Success: 80% of the students should have an average score of at least 2.5 in each of the major areas in the department rubric.

Longitudinal Data:

	Percent of Students at or Above 2.5						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Background	97%	100%	97%	100%	100%	100%	100%
Organization	100%	100%	100%	96%	100%	100%	100%
Oral Presentation Skills	100%	100%	97%	100%	100%	100%	100%
Presentation Tools	100%	97%	100%	100%	100%	100%	100%
Ability to Field Questions	100%	97%	100%	100%	95%	100%	100%

Conclusions Drawn from Data: Our cohorts are consistently meeting the benchmark. This is not surprising since we have students give oral presentations in most classes.

Changes to be Made Based on Data: None at this time, we continue to monitor student achievement.

Rubric: See the following page.

Oral Presentation Rubric Update (4/12/17)

Criteria	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory
Command of background material	<input type="checkbox"/> Clearly knows material and key facts by memory <input type="checkbox"/> Expands on PPT slides <input type="checkbox"/> Content appropriate for audience	<input type="checkbox"/> Clearly knows key facts with a few memory slips <input type="checkbox"/> Some expansion on PPT slides <input type="checkbox"/> Partial audience adaptation of content	<input type="checkbox"/> Reads some information; knows some facts from memory <input type="checkbox"/> No expansion of PPT slide content <input type="checkbox"/> Little audience adaptation of content	<input type="checkbox"/> Reads sentences from slides <input type="checkbox"/> Dependent on notes <input type="checkbox"/> Lacks audience adaptation of content
Organization	<input type="checkbox"/> Clear and concise outline <input type="checkbox"/> Relevant graphics and key text items on slides <input type="checkbox"/> Presentation is between 10-15 minutes	<input type="checkbox"/> Clear outline <input type="checkbox"/> Too much information on slides (not concise) <input type="checkbox"/> Presentation 1 minute outside of the range (10-15 minutes)	<input type="checkbox"/> Some sense of outline <input type="checkbox"/> Too much detailed information on slides <input type="checkbox"/> Presentation 2 minutes outside of the range (10-15 minutes)	<input type="checkbox"/> No clear outline <input type="checkbox"/> Slides are in paragraphs; too much detailed information on one slide <input type="checkbox"/> Presentation 3 minutes outside of the range (10-15 minutes)
Oral presentation skills	<input type="checkbox"/> Clearly has practiced several times; smooth transitions <input type="checkbox"/> Engages audience in content multiple times and engagement is well connected to talk (questions, examples, etc.) <input type="checkbox"/> Free of disfluencies (ah, umh) <input type="checkbox"/> Is clearly heard in the room and uses inflection for emphasis <input type="checkbox"/> Engages audience through eye contact <input type="checkbox"/> Engages audience through gestures	<input type="checkbox"/> Has practiced but transitions are not smooth <input type="checkbox"/> Engages audience at least twice in content (questions, examples, etc.) <input type="checkbox"/> A few disfluencies (ah, umh, er) <input type="checkbox"/> Can be understood most of the time and uses some inflection <input type="checkbox"/> Some engagement of audience through eye contact <input type="checkbox"/> Some engagement of audience through gestures	<input type="checkbox"/> Has practiced presentation but cannot verbally make transitions between slides <input type="checkbox"/> Audience engagement at least once with content (questions, examples, etc.) <input type="checkbox"/> Many disfluencies (ah, umh, er) <input type="checkbox"/> Can sometimes be understood and uses little inflection <input type="checkbox"/> Infrequent eye contact <input type="checkbox"/> Distracting gestures or mannerisms	<input type="checkbox"/> Clearly did not practice presentation; Does not anticipate content of next slide <input type="checkbox"/> No audience involvement <input type="checkbox"/> Disfluencies (ah, umh, er) detract from presentation <input type="checkbox"/> Can not be heard and/or speaks in a monotone <input type="checkbox"/> Little audience awareness or eye contact <input type="checkbox"/> Frequent distracting gestures or mannerisms
Use of presentation tools	<input type="checkbox"/> PPT background is matched to content, legible font, seamless transitions <input type="checkbox"/> Graphics imbedded and matched to topic, necessary hyperlinks work <input type="checkbox"/> No typos or errors	<input type="checkbox"/> Appropriate PPT slide backgrounds, transitions & font <input type="checkbox"/> Most graphics imbedded and matched to topic, most necessary hyperlinks work <input type="checkbox"/> One or more typos or errors	<input type="checkbox"/> Distracting PPT slide backgrounds and transitions, font hard to read <input type="checkbox"/> Some inappropriate graphics or use of PPT embellishments, necessary hyperlinks don't work <input type="checkbox"/> Three or more typos or errors	<input type="checkbox"/> No attention given to PPT slide backgrounds and transitions, font illegible <input type="checkbox"/> Distracting use of embellishments, graphics not connected to topic <input type="checkbox"/> Five or more typos or errors

Ability to field questions	<input type="checkbox"/> Able to answer questions clearly and without hesitation and prepared material to answer anticipated questions	<input type="checkbox"/> Can answer all questions with some hesitation	<input type="checkbox"/> Able to answer half of the questions with hesitation	<input type="checkbox"/> Unable to answer any questions
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**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome:

PLO: Students will be able to write about their work with precision, clarity and organization (Written Communication).

GELO 1a: Written: Students will be able to effectively express ideas and information to others through written communication.

Outcome Measure: Annual: Each student will be required to write a paper on a topic in their field as a part of their participation in the Information Technology Project (CIT4081). The audience for this talk will include department faculty, fellow students and possibly some alumni. The students will be given the evaluation criteria in advance of their presentation and will be rated by the faculty using a rubric with a scale of 4 (outstanding) to 1 (unsatisfactory) in the following areas:

- Structure
- Organization
- Grammar and spelling
- Depth of information
- Clarity of writing
- Bibliography and other supporting documentation

Criteria for Success: 80% of the students should have an average score of at least 2.5 in each of the major areas in the department rubric.

Longitudinal Data:

	Percent of Students At or Above 2.5						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Bibliography and Support	100%	100%	100%	100%	100%	100%	100%
Organization	100%	100%	100%	96%	100%	100%	100%
Grammar and Spelling	100%	100%	97%	100%	100%	100%	100%
Depth of Information	100%	100%	100%	100%	100%	100%	100%
Clarity of Writing	100%	100%	100%	100%	100%	100%	100%

Conclusions Drawn from Data: Our students are meeting our standards. This is not surprising as students are required to write similar papers in most of the courses in the CIT program.

Changes to be Made Based on Data: Continue to monitor student results.

Rubrics: MICS Writing Rubric: Next page.

MICS Written Presentation Rubric (12/31/22)

Criteria	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory
Bibliography and supporting documents	<input type="checkbox"/> Multiple references from distinct reputable sources <input type="checkbox"/> References cited in the body of the document	<input type="checkbox"/> Most references from distinct reputable sources <input type="checkbox"/> Some citation of references in the body of the document	<input type="checkbox"/> Some references from reputable sources <input type="checkbox"/> Limited citation of references in the body of the document	<input type="checkbox"/> No bibliography or all references from untrusted sites on the internet <input type="checkbox"/> No citation of references in the body of the document
Organization	<input type="checkbox"/> Conveys a central theme with all ideas connected, arrangement of ideas clearly related to topic <input type="checkbox"/> Clear introduction, body (with sections), and conclusion includes summary and closure <input type="checkbox"/> Includes both an abstract and table of contents	<input type="checkbox"/> Conveys a central idea or topic with some ideas connected to the topic <input type="checkbox"/> Includes introduction, body and conclusion <input type="checkbox"/> Includes abstract and table of contents (one partial and one complete)	<input type="checkbox"/> Attempts to focus on an idea or topic with many ideas not connected to the topic <input type="checkbox"/> Introduction, body, conclusion detectable but not clear <input type="checkbox"/> Includes partial abstract and partial table of contents	<input type="checkbox"/> Has little or no focus on central idea or topic <input type="checkbox"/> Introduction, body or conclusion absent <input type="checkbox"/> No abstract or table of contents
Grammar and spelling	<input type="checkbox"/> No use of first-person tense <input type="checkbox"/> No grammatical or spelling errors	<input type="checkbox"/> Few uses of the first-person tense <input type="checkbox"/> Few grammatical and spelling errors	<input type="checkbox"/> Several uses of the first-person tense <input type="checkbox"/> Some grammatical and spelling errors	<input type="checkbox"/> Written in first-person tense <input type="checkbox"/> Many grammatical and spelling errors
Depth of information	<input type="checkbox"/> Highly accurate and substantive content <input type="checkbox"/> Appropriately synthesizes information from multiple distinct sources <input type="checkbox"/> Draws conclusions and personal insights from synthesis <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is excellent	<input type="checkbox"/> Content is accurate, though key concepts are missing <input type="checkbox"/> Synthesis of information from at least three distinct sources <input type="checkbox"/> At least two personal insights or conclusions stated <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is good	<input type="checkbox"/> Content is flawed, and/or a significant number of key concepts are missing <input type="checkbox"/> Synthesis of information from at least two distinct sources <input type="checkbox"/> At least one personal insight or conclusion stated <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is adequate	<input type="checkbox"/> Content is significantly flawed and/or content is trivial <input type="checkbox"/> Summary reporting of information without synthesis <input type="checkbox"/> No personal insights <input type="checkbox"/> Does not have the minimum number of pages including penalty pages
Clarity of writing	<input type="checkbox"/> Sentences flow <input type="checkbox"/> Smooth transitions between paragraphs <input type="checkbox"/> Any and all terms and acronyms are defined <input type="checkbox"/> Provides evidence to support points	<input type="checkbox"/> Good sentence structure <input type="checkbox"/> Adequate transitions between paragraphs <input type="checkbox"/> Most terms and acronyms are defined <input type="checkbox"/> Lacks support for some points	<input type="checkbox"/> Occasional poor sentence structure <input type="checkbox"/> Transitions between paragraphs unclear <input type="checkbox"/> Some terms and acronyms are defined <input type="checkbox"/> Provides minimal support for points	<input type="checkbox"/> Frequent poor sentence structure <input type="checkbox"/> Lacked transitions between paragraphs <input type="checkbox"/> Many terms and acronyms are undefined <input type="checkbox"/> Ideas not supported

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome:

PLO: Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).

GELO 1c: Information Literacy: Students will be able to access and cite information as well as evaluate the logic, validity, and relevance of information from a variety of sources.

Outcome Measure: Annual: Each student will be required to write a paper on a topic in their field as a part of their participation in the Information Technology Project Seminar (CIT4081). The audience for this talk will include department faculty, fellow students and possibly some alumni. The students will be given the evaluation criteria in advance and their paper will be rated by the faculty using a rubric with a scale of 4 (outstanding) to 1 (unsatisfactory) in the following areas:

- References: Multiple references from distinct reputable sources
- Citation: References cited in the body of the document
- Synthesis: Appropriately synthesizes information from multiple distinct sources

Criteria for Success: 80% of the students should have an average score of at least 2.5 in each of the major areas.

Longitudinal Data:

	Percent of Students at or Above 2.5						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
References	100%	100%	100%	100%	100%	100%	100%
Citation	100%	100%	100%	100%	100%	100%	100%
Synthesis	100%	100%	100%	100%	100%	100%	100%

Conclusions Drawn from Data: Our graduates are meeting our expectations. This is not surprising as students are required to identify and cite resources in most courses in the CIT program.

Changes to be Made Based on Data: Continue to monitor the progress.

Rubric: We used the applicable parts of the writing rubric.

MICS Written Presentation Rubric (12/31/22)

Criteria	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory
Bibliography and supporting documents	<input type="checkbox"/> Multiple references from distinct reputable sources <input type="checkbox"/> References cited in the body of the document	<input type="checkbox"/> Most references from distinct reputable sources <input type="checkbox"/> Some citation of references in the body of the document	<input type="checkbox"/> Some references from reputable sources <input type="checkbox"/> Limited citation of references in the body of the document	<input type="checkbox"/> No bibliography or all references from untrusted sites on the internet <input type="checkbox"/> No citation of references in the body of the document
Organization	<input type="checkbox"/> Conveys a central theme with all ideas connected, arrangement of ideas clearly related to topic <input type="checkbox"/> Clear introduction, body (with sections), and conclusion includes summary and closure <input type="checkbox"/> Includes both an abstract and table of contents	<input type="checkbox"/> Conveys a central idea or topic with some ideas connected to the topic <input type="checkbox"/> Includes introduction, body and conclusion <input type="checkbox"/> Includes abstract and table of contents (one partial and one complete)	<input type="checkbox"/> Attempts to focus on an idea or topic with many ideas not connected to the topic <input type="checkbox"/> Introduction, body, conclusion detectable but not clear <input type="checkbox"/> Includes partial abstract and partial table of contents	<input type="checkbox"/> Has little or no focus on central idea or topic <input type="checkbox"/> Introduction, body or conclusion absent <input type="checkbox"/> No abstract or table of contents
Grammar and spelling	<input type="checkbox"/> No use of first-person tense <input type="checkbox"/> No grammatical or spelling errors	<input type="checkbox"/> Few uses of the first-person tense <input type="checkbox"/> Few grammatical and spelling errors	<input type="checkbox"/> Several uses of the first-person tense <input type="checkbox"/> Some grammatical and spelling errors	<input type="checkbox"/> Written in first-person tense <input type="checkbox"/> Many grammatical and spelling errors
Depth of information	<input type="checkbox"/> Highly accurate and substantive content <input type="checkbox"/> Appropriately synthesizes information from multiple distinct sources <input type="checkbox"/> Draws conclusions and personal insights from synthesis <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is excellent	<input type="checkbox"/> Content is accurate, though key concepts are missing <input type="checkbox"/> Synthesis of information from at least three distinct sources <input type="checkbox"/> At least two personal insights or conclusions stated <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is good	<input type="checkbox"/> Content is flawed, and/or a significant number of key concepts are missing <input type="checkbox"/> Synthesis of information from at least two distinct sources <input type="checkbox"/> At least one personal insight or conclusion stated <input type="checkbox"/> Has the minimum number of pages including penalty pages; subject coverage is adequate	<input type="checkbox"/> Content is significantly flawed and/or content is trivial <input type="checkbox"/> Summary reporting of information without synthesis <input type="checkbox"/> No personal insights <input type="checkbox"/> Does not have the minimum number of pages including penalty pages
Clarity of writing	<input type="checkbox"/> Sentences flow <input type="checkbox"/> Smooth transitions between paragraphs <input type="checkbox"/> Any and all terms and acronyms are defined <input type="checkbox"/> Provides evidence to support points	<input type="checkbox"/> Good sentence structure <input type="checkbox"/> Adequate transitions between paragraphs <input type="checkbox"/> Most terms and acronyms are defined <input type="checkbox"/> Lacks support for some points	<input type="checkbox"/> Occasional poor sentence structure <input type="checkbox"/> Transitions between paragraphs unclear <input type="checkbox"/> Some terms and acronyms are defined <input type="checkbox"/> Provides minimal support for points	<input type="checkbox"/> Frequent poor sentence structure <input type="checkbox"/> Lacked transitions between paragraphs <input type="checkbox"/> Many terms and acronyms are undefined <input type="checkbox"/> Ideas not supported

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome:

PLO: Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (Quantitative Reasoning).

GELO 1e: Quantitative Reasoning: Students will be able to solve problems that are quantitative in nature.

Outcome Measure:

2022-23 and beyond: Annual: Signature assignment on a database in CIT3054 (Database Design)

Before Fall 2022: Annual: Each student will participate in the ETS Proficiency Profile exam.

Criteria for Success:

2022-23 and beyond: 80% of the students should have an average score of at least 2.5 in each of the major areas.

Before Fall 2022: 70% of the students will be Marginal or Proficient at Level 2.

Longitudinal Data:

	Percent of Students at or Above 2.5		
	2022-23	2023-24	2024-25
Recognition of Relevant Information	64%	47%	47%
Correctness of Query	21%	16%	35%

	Percentage of Students Marginal or Proficient				
	2017-18	2018-19	2019-20	2020-21	2021-22
ETS Proficiency Profile Level 2 Quantitative Reasoning	60%	39%	50%	55%	39%

Conclusions Drawn from Data: Beginning in the 2025-26 year, this criterion was moved to be measured every even-numbered fall year and was not measured this year.

Changes to be Made Based on Data: We are continuing to monitor students' proficiency on the criterion and have made changes to place more emphasis on the types of problems we are using to measure students' proficiency. We are also providing more opportunities for students to receive feedback and problem-solving strategies with the course, where this is being measured.

Rubrics

ETS Proficiency Profile (no rubric involved).

Rubric for the signature assignment is on the following page.

Database Rubric

	Unsatisfactory (1)	Satisfactory (2)	Good (3)	Excellent (4)
Recognition of relevant information	3 errors (an error is defined as missing a relevant database field or listing an irrelevant field)	2 errors (an error is defined as missing a relevant database field or listing an irrelevant field)	1 error (an error is defined as missing a relevant database field or listing an irrelevant field)	All relevant database fields are listed and no irrelevant fields are listed for both queries
Query correctness	3 mistakes in the 2 queries	2 mistakes in the 2 queries	1 mistake in the 2 queries	No mistakes in the two queries

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome: Students will collaborate effectively in teams.

Outcome Measure: CIT3034 Signature Assignment – evaluation of group while working on a project.

Criteria for Success: 80% of the students should have an average score of at least 2.5 in each of the major areas.

Longitudinal Data:

	Percent of students with average at least 2.5					
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Contributes to team meetings	98%	96%	95%	100%	100%	100%
Encourages team members	96%	95%	92%	100%	100%	99%
Contributes individually outside of team meetings	95%	91%	89%	100%	100%	98%
Attitude	98%	96%	93%	100%	98%	98%
Fosters constructive team climate	98%	95%	96%	100%	100%	99%
Responds to conflict	98%	97%	96%	100%	100%	100%

Conclusions Drawn from Data: Beginning in the 2025-26 year, this criterion was moved to be measured every even-numbered fall year and was not measured this year.

Changes to be Made Based on Data: Continue to make use of group activities throughout the curriculum.

MICS Teamwork Rubric

Definition

Teamwork is behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on the team, and the quantity and quality of contributions they make to team discussions).

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet unsatisfactory (cell one) level performance.

The purpose of this is to evaluate individual team members. Although no team member will ever see your evaluation of them, please take it seriously.

Directions:

- **Do not put your own name anywhere on this form, the evaluations are to be anonymous.**
- **Please write the name of the person you are evaluating here** _____
- **Please fill out one copy of this form for every person who was on your team, including one for yourself.**
- **For each row, place a checkmark in the box that best describes your teammate’s performance.**

	Outstanding	High Satisfactory	Low Satisfactory	Unsatisfactory
Contributes to team meetings	<input type="checkbox"/> Helps the team move forward by articulating the merits of alternative ideas or proposals.	<input type="checkbox"/> Offers new suggestions to advance the work of the group.	<input type="checkbox"/> Shares ideas but does not advance the work of the group.	<input type="checkbox"/> Sits quietly in team meetings and does not contribute.
Encourages members of the team	<input type="checkbox"/> Actively seeks to find opportunities to encourage all members of the team.	<input type="checkbox"/> Offers encouragement to all members of the team.	<input type="checkbox"/> Offers words of encouragement to friends.	<input type="checkbox"/> Does not offer words of encouragement to anyone.
Individual contributions outside of team meetings	<input type="checkbox"/> Completes all assigned tasks by deadline; work accomplished is thorough. Proactively helps other team members complete their assigned tasks.	<input type="checkbox"/> Completes all assigned tasks by deadline; work accomplished is thorough.	<input type="checkbox"/> Completes all assigned tasks by deadline.	<input type="checkbox"/> Does not complete all assigned tasks by deadline.
Attitude	<input type="checkbox"/> Demonstrates (comments, facial expressions, etc.) a negative attitude rarely and helps others to become more positive.	<input type="checkbox"/> Demonstrates (comments, facial expressions, etc.) a negative attitude rarely .	<input type="checkbox"/> Demonstrates (comments, facial expressions, etc.) a negative attitude less often than a positive attitude.	<input type="checkbox"/> Demonstrates (comments, facial expressions, etc.) a negative attitude more often than a positive attitude.

<p>Fosters constructive team climate</p>	<p><input type="checkbox"/> Supports a constructive team climate by doing all of the following:</p> <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. 	<p><input type="checkbox"/> Supports a constructive team climate by doing any two of the following:</p> <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. 	<p><input type="checkbox"/> Supports a constructive team climate by doing any one of the following:</p> <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. 	<p><input type="checkbox"/> Supports a constructive team climate by doing none of the following:</p> <ul style="list-style-type: none"> • Treats team members respectfully by being polite and constructive in communication. • Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. • Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it.
<p>Responds to conflict</p>	<p><input type="checkbox"/> Identifies and acknowledges conflict and acknowledges that relationships can be damaged. Seeks to restore relationships.</p>	<p><input type="checkbox"/> Identifies and acknowledges conflict and acknowledges that relationships can be damaged.</p>	<p><input type="checkbox"/> Identifies and acknowledges conflict but will not acknowledge that relationships can be damaged.</p>	<p><input type="checkbox"/> Will not acknowledge that conflict has occurred or that relationships can be damaged.</p>

**Assessment Data Mathematical, Information and Computer Sciences
Computer Information Technology (ADC)**

Learning Outcome: Students will understand the professional, ethical, legal, security and social issues and responsibilities with the implementation and use of information technology.

Outcome Measure: Signature Assignment in CIT4034 Management Information Systems.

Criteria for Success: 80% of the students should have an average score of 3 or higher for each case.

Longitudinal Data:

	Percent of students with average of 3 or higher						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Case 1	95%	84%	86%	71%	85%	96%	100%
Case 2	76%	68%	51%	71%	90%	83%	81%
Case 3	92%	94%	72%	79%	85%	83%	94%

Conclusions Drawn from Data: Over the past three years, the students have been consistently meeting our benchmarks for 3 cases. Adding more emphasis on the different types of ethical decision-making in both the project management and MIS courses appears to be providing the needed instructions. This class is being moved to being assessed in alternating years (the years that begin with an odd fall).

Changes to be Made Based on Data: We will continue to provide ethical decision-making instructions and strategies in multiple courses and will continue to monitor this.

Rubric:

CIT4034 - Ethics Response Rubric

Points	1	2	3	4	5
Case 1	Do nothing.	Option between do nothing and confronting the employee or terminating the employee.	Confront him and remove the expenses since they are essentially stealing.	Option between confronting the employee and offering him assistance.	Confront him and remove expense but offer assistance.
Case 2	Use it.	An option between using it and not using it for fear of getting caught, such as making modifications so getting caught is not likely.	Do not use it because you are afraid of getting caught.	An option between not using it for fear of getting caught and discussing it with the engineer.	Do not use it because it would be stealing, and discuss with engineer why decision was made.
Case 3	Use it.	An option between using it and not using it for fear of getting caught, such as making modifications so getting caught is not likely.	Do not use it because you are afraid of getting caught.	An option between not using it for fear of getting caught and discussing it with the engineer.	Do not use it because it would be stealing, and discuss with engineer why decision was made.