

ADMINISTRATIVE ACTIVITIES REVIEW

DEPARTMENT OF COMPUTER SCIENCE

Basic Facts and Unit Description

Mission

The administrative staff of the Department of Computer Science supports students and faculty in the certificate, undergraduate (BSCS) and graduate (MSCS) programs in computer science.

Goals

The staff supports both short- and long-term goals related to serving students as they work toward completion of their degrees and certificates.

Primary Services

The administrative components of the department consist of a **chair** and an **administrative assistant**. Because the unit's chair is also chair of statistics, a statistics faculty member is assigned administrative load as **associate chair** for the two departments.

Work Effort, Chair

The unit's chair was appointed mid-way through AY1718; his time is split between duties as chair of both the computer science and statistics departments. The chair meets periodically with all faculty members in the department to discuss work performance, future individual and collective goals and to discuss personal issues as they arise. The duties of the chair also include addressing student complaints, meeting with donors, answering inquiries from parents, responding to external requests, managing workload and attending to other administrative matters related to the unit.

Work Effort, Administrative Assistant

The administrative assistant spends approximately 65% of her time on clerical tasks (e.g. PeopleSoft reports, scheduling, PAFs, communications, budget queries, TAAR preparation, purchase order processing, GA contracts, department web page maintenance, etc.) and 35% on direct student support (e.g. course scheduling, degree audits, facilitating student/faculty interaction, etc.).

Work Effort, Associate Chair

The unit's associate chair was appointed mid-way through AY1718. Currently duties are focused on assisting the chair in all administrative duties related to the Department of Statistics, although future responsibilities will include work in the Department of Computer Science.

Critical Partners

Computer science majors take courses offered in the mathematics, statistics, electrical and computer engineering (ECE) and management departments. There is some overlap with the ECE curriculum due to different emphases on similar topics. There are also ties to biology through the Integrated Sciences Ph.D. program.

Customers

Starting Fall 2018 the administrative staff will support seven tenure-track faculty, one full-time non-tenure-track faculty member and one part-time non-tenure-track faculty member. In addition they perform administrative tasks associated with approximately 320 undergraduate c.s. majors and 50 MSCS students.

Key Performance Analysis

Based on the Fall 2016 data provided by the Program Review Committee, the c.s. administrative staff supported the scheduling and completion of approximately 2500 student credit hours (SCH). Degree production is as follows.

IR Data	AY1213	AY1314	AY1415	AY1516	AY1617
UG Degrees	31	40	36	44	45
Masters Degrees	25	21	33	42	31

Brief Assessment

The loss of graduate student TA funding has dramatically hurt graduate enrollment, and will negatively impact undergraduate instruction due to fewer lab-based course sections.

Secondary Services

Through August 2011 the department employed a full-time lab manager, although the title did not accurately describe what the person did for the program. As it ended up after years of abuse, the computer science lab manager consulted with other academic units within the college (math, the Applied Math Research Lab (AMRL), physics and statistics) while advising the computer science faculty on acquisition of resources, managing the complex environment and equipment required by computer science (see below) and supervising lab monitors and other student help. In the end, it was viewed as inappropriate for an employee of the computer science department to be involved with so many other units within the college, and this was used as an excuse to eliminate the position and merge our lab manager into campus-wide IT. In reality the mistake made was stretching the job description to have our lab manager involved with as much as he was in the name of collegiality.

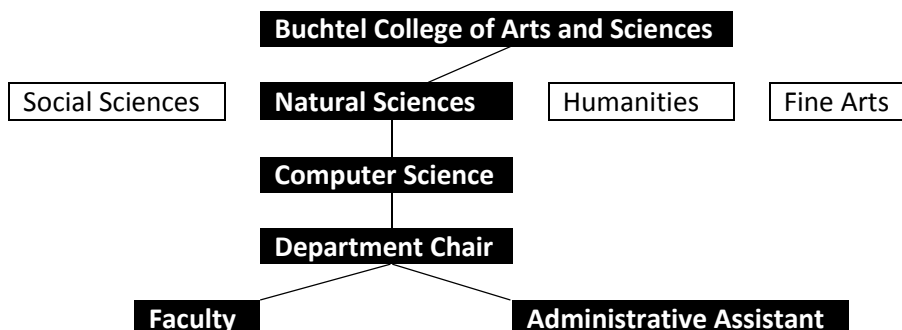
It is industry standard for an academic computer science department to employ a full-time on-site technical support professional dedicated only to the program's needs. The lack of this individual these last seven years has deprived faculty and students of a useful resource and negatively impacted quality of service to the program.

It is a priority of the current computer science chair to have the lab manager staff position restored and the former job holder (Charles Van Tilburg) re-assigned to it.

Resources

Personnel

The Computer Science Department falls under the Natural Sciences Division of the Buchtel College of Arts and Sciences.



Up to now the department has employed approximately 10 teaching assistants per year that taught students in hands-on labs, assisted with grading, staffed computer labs, performed tutoring and assisted faculty with research. The expected loss of TA funding will have a significantly negative impact on the department's instructional and research activities.

Financials

Major categories of expenditures are listed below.

	FY14	FY15	FY16	FY17	FY18
Chair*	\$121,423	\$3,443			\$43,984
Associate Chair*					\$1,527
Coordinator*		\$1,930	\$1,189	\$2,000	\$889
Administrative Assistant	\$26,258	\$25,823	\$25,969	\$26,139	\$27,168
Operating Budget	\$21,871	\$21,811	\$13,231	\$13,231	\$9,693

* Estimate not including fringe benefits

Operating budget figures do not include communication costs. As noted above a permanent chair was appointed in January 2018. Between July 2014 and December 2017 a tenured faculty member received a stipend as coordinator to provide assistance to the titular external chair.

Equipment and Technology

The department maintains three labs (CAS 241, 254 and 255) and a server room (shared with the AMRL). There are roughly 172 computer systems falling into one of three major categories: lab equipment, support systems and dedicated functional and class servers. A variety of specialty software packages relevant to the field are maintained as well as three different operating systems (Windows, MacOS and Linux).

As noted above, for the majority of its existence, the department employed an on-site lab manager to oversee this large assortment of field-specific technology and assist students. The loss of this position has been a hardship for the program.

Space

The chair and administrative assistant share one office, Room 221 of the Arts and Sciences Building.

Future Plans

Potential Changes

As outlined in the department's Academic Program Review the computer science faculty envision multiple opportunities to grow enrollments and increase overall retention and persistence for UA.

Trends

As noted in the department's Academic Program Review, Bureau of Labor Statistics show that, by 2020, there will be 400,000 computer science graduates to fill 1.4 million new computer science jobs. Demand for our degrees will remain strong.