



CALIFORNIA STATE UNIVERSITY, LONG BEACH

VICE PROVOST FOR ACADEMIC PROGRAMS

Memorandum of Understanding

Bachelor of Arts in Liberal Arts,

College of Liberal Arts

April 2022

This Memorandum of Understanding outlines the consensus reached by the Bachelor of Arts in Liberal Arts (BALA) program, the College of Liberal Arts, and the Division of Academic Affairs, based on the recently conducted program review (Self-study in March 2021, external review site visit in October 2021, and UPRC report in February 2022). It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in an annual report.

The Bachelor of Arts in Liberal Arts (BALA) degree completion program is a partnership between the College of the Liberal Arts (CLA) and the College of Professional and Continuing Education (CPaCE) in order to meet the needs of non-traditional students and adults who are re-entering education. BALA was approved in 2010 and began its first cohort in 2012. This is the first review for this program.

The BALA program consists of five semesters, two winter sessions, and four summer sessions (16 courses total; two and one-half academic years long). Students are required to complete 48 units at the upper division level. BALA classes are reserved around adult students' usual work schedules (Wednesdays 7:00-10:00 pm and alternating Saturdays 8:00 am -5:00 pm) so that they can advance within their professions without jeopardizing their existing employment and career progress. Classes are delivered using Face-to-Face, Hybrid, and Online instruction.

A number of strengths were identified in the reports, including: 1) Transfer student 3-year graduation rates of 92.86 or higher; 2) The curriculum and facilities are excellent and appear to offer many opportunities for working professionals to access them and use their place of work to apply some of the skills learned. Outstanding student commitment to creative, educational, and scholarly exploration opportunities was noted; 3) strong program director leadership.

Areas of Concern and Opportunities for Development include: 1) lack of resources available for the program director to accomplish her duties including program design, application review, recruitment, faculty recruitment, student advising, writing self-study, etc.; 2) the program learning outcomes (PLOs) need to be expanded and clarified in order to serve as measurable learning outcomes for the program. These should be posted on the website along with a revised version of the mission statement; 3) BALA needs to develop a curriculum map and assessment plan for the program, then analyze direct assessment results and integrate assessment into curriculum and program improvement; 4) enrollment has fluctuated, and

although the cohort structure is beneficial for some students, it is restrictive for others. Alternative program delivery models may help with recruitment and enrollments.

It is therefore agreed that the Department will:

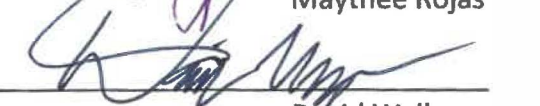
1. Modify the program's mission statement to align with the expectations of state of California employment and civic needs and post the mission statement prominently on the BALA website;
2. Implement direct assessment and report on closing the loop activities to illustrate that continuous learning outcome data are used to inform decision making. Consistently engage in an ongoing program of assessment of institutional, programmatic, and student learning outcomes across the curriculum, providing an annual update (due June 1) on progress made towards MOU actions to the CLA and CPIE deans, the Vice Provost for Academic Programs, and the Coordinator of Program Review and Assessment. The review cycle will be from 2021-2028. A comprehensive self-study will be due June 1, 2028 for the program review process;
3. Develop a strategic hiring plan with CLA and CPIE based on available resources to ensure adequate faculty and staff support, including advising of BALA students;
4. The UPRC recommends BALA continue its recruitment strategies and to monitor longitudinal data to ensure that trends continue in a positive direction. This analysis should include strategic discussions with CLA and CPIE to explore opportunities for potential growth in accordance with available resources.

The College of Liberal Arts, College of Professional and Continuing Education and CSULB Administration will:

1. Provide support to BALA on its development of systematic assessment and closing the loop activities;
2. Provide support to BALA according to available resources on faculty and staff hiring, including assigned time.
3. Engage in strategic discussions with BALA regarding potential growth, including recruitment activities and available resources for online programming of courses, etc.

This MOU has been read and approved by:

BALA Program Chair:  Date: 5/9/22
Maythee Rojas

College of Liberal Arts Dean:  Date: 5/11/22
David Wallace

College of Professional and Continuing Education Dear.:  Date: 5/11/22
Jeet Joshee

Vice Provost Academic Programs:  Date: 5/12/22
Jody Cormack