



CALIFORNIA STATE UNIVERSITY, LONG BEACH

VICE PROVOST FOR ACADEMIC PROGRAMS

Memorandum of Understanding

Department of Liberal Studies

College of Education

February 2020 (for 2016-18 review)

This Memorandum of Understanding outlines the consensus reached by the Department of Liberal Studies, the College of Education, and the Division of Academic Affairs, based on the recent program review (self-study in spring 2016, the external review in November 2017, and UPRC report in spring 2018). 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 Department offers 3 degree options:

1. An Integrated Teacher Education Program (ITEP) BA and a Multiple Subject Credential with 4 pathways: 1: the Multiple Subject Credential Program (UTEACH or self-paced options); 2: the Education Specialist Credential pathway; 3: Multiple Subject and Spanish or Asian Language Bilingual Authorization; and 4: Urban Dual Credential pathway.
2. The B.A. in Liberal Studies (for those seeking multiple subject matter preparation for a career in K-8 education) (120 units). Students may choose to pursue a Subject Matter Concentration option that allows them to complete work toward a Subject Matter Authorization.

Both ITEP and the B.A. programs require that students participate in a minimum of 85 hours of service learning in elementary schools coordinated by the Service Experiences for Re-Vitalizing Education Program (SERVE) office. The SERVE Program is a Long Beach Education Partnership Project. It is administered through the Office of Clinical Practice in the College of Education.

3. The Urban Dual Credential Program (UDCP), which has an ITEP Pathway and a post-baccalaureate pathway.

Changes since the last review include that the Department offices moved in 2014 from the AS building to the EED building. The Department office is now situated with other College of Education departments, while the advisors are in a wing of advisors related to credential programs in the College. They all work together through the Teacher Preparation Advising Center (TPAC, formed in 2014) so students can come to one place to have questions about their BA and credential programs answered.

Another recent addition to the Liberal Studies Department is the Urban Dual Credential Program (UDCP), a blended Multiple Subject and Education Specialist credential program that prepares students to teach in both the elementary GE classroom as well as the elementary/middle school special education setting.

A number of strengths were identified in the reports:

- Liberal Studies is a well-structured and well managed Department. External reviewers commended the Department's "Innovation Culture", stating that the "Liberal Studies program, faculty and staff, are forward thinkers looking to advance multiple pathways into the teaching profession and securing grants to fund development of programs and curricular design and implementation."
- External reviewers also commended the faculty and staff as "'can do people' who have expert credentials and passion to serve students via innovative programs and curriculum, student support advising and support activities.
- The average time to degree for transfer students has gone from 3.5 years in 2011-12 to approximately 2.8-2.9 years in 2016-17; the average total units has gone from 156 to 145 for transfer students. For first-time freshmen the average time has gone from 5.3 in 2011-12 to 4.8 in 2016-17; the average units has gone from 143 to 133 in the same time period. (Note: ITEP is 135 units, which explains the higher unit counts. Half of FTF and approximately ¼ of transfers are in the ITEP program with 135 units.)
- Excellence in Departmental Assessment: SLOs for Liberal Studies B.A. and ITEP students are assessed via formative and summative assessments in their courses through 'signature assignments'. In addition, students have the opportunity to demonstrate their subject knowledge proficiency by passing the CBEST and the CSET. At the conclusion of their programs, students complete capstone courses in five of the subject matter areas (3 in LS, 1 in Math Ed, 1 in Science Ed). The capstones serve as summative assessments of students' subject matter knowledge in each area. Signature assignment data are gathered every semester and reviewed by department faculty to consider changes or improvements to the courses and assessments. Over time, assessment analyses have led to multiple changes in course content, writing skills components, and assignments themselves.
- The Liberal Studies Department provides comprehensive student advising and support.

Areas of Concern/Opportunities were noted in the reports:

- At the time of the review, the Liberal Studies Program Mission and Student Learning Outcomes were not readily accessible on the program webpage.
- The Department of Liberal Studies is in a unique situation in comparison to other departments because the vast majority of the courses (all but 4) are housed in other departments. As a result, the department generates relatively few FTES, although it serves one of the larger student populations on campus. FTES have dropped from 82 in 2009 to a low of 38 in 2014 but are back up to 57.6 in 2017. Concurrently, undergraduate majors have dipped from 1427 Liberal Studies majors in 2009 to a low of 714 in 2014 but are up to 787 in Fall 2017. The total number of degrees granted has gone from 294 in 2011-12 to 178 in 2016-17.

- The number of faculty in the Liberal Studies Department has dropped significantly since the previous reporting period, concurrent with the drop in FTES. Because they are the mainstay of the Liberal Studies teaching force, lecturers are well-supported in the Department.
- External reviewers had one suggestion for assessment: “As effective as the assessment system is it appeared to lack a final survey or interview. Much can be learned about student’s experience by this final assessment for program improvement...that provides a more holistic perspective.”

It is therefore agreed that the Department will:

1. Provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU to the CED dean, the Vice Provost for Academic Programs, and the Director of Program Review and Assessment. The review cycle will be seven years beyond your previous external review, from 2017-2024. A comprehensive self-study will be due June 2024 for a 2024-2025 Academic Year review process.
2. Continue with your strong assessment practices. Consider adding a summative assessment to your assessment process.
3. Post the Liberal Studies Program Mission and Student Learning Outcomes on the program webpage.
4. Continue to strengthen enrollments by increasing efforts to recruit and graduate students from all backgrounds to the major.
5. Continue to update and revise curriculum by exploring inclusion of new(er) pedagogical themes and learning/teaching models as well as the development/inclusion of integrative technologies and/or open and/or online educational resources and courses.
6. Continue to seek out internal and external funding resources to support departmental growth.
7. Work with the College to develop a plan for hiring future faculty as resources permit.

This MOU has been read and approved by:

Liberal Studies Department Chair: *Corinne Martinez* Date: Sep 21, 2020
Corinne Martinez

College of Education Dean: *Shireen Pavri* Date: Sep 21, 2020
Shireen Pavri

Vice Provost Academic Programs: *Jody Cormack* Date: 09/17/20
Jody Cormack









Liberal Studies MOU 2 20 20_SP_CM_SP

Final Audit Report

2020-09-21

Created:	2020-09-17
By:	Michelle Ramirez (Michelle.Ramirez@csulb.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAARHnymZXa7ulQmz_tFZhgxRb4D72TkO9i

"Liberal Studies MOU 2 20 20_SP_CM_SP" History

-  Document created by Michelle Ramirez (Michelle.Ramirez@csulb.edu)
2020-09-17 - 11:38:16 PM GMT- IP address: 47.151.2.62
-  Document emailed to Corinne Martinez (corinne.martinez@csulb.edu) for signature
2020-09-17 - 11:40:06 PM GMT
-  Email viewed by Corinne Martinez (corinne.martinez@csulb.edu)
2020-09-21 - 5:05:21 PM GMT- IP address: 23.240.46.52
-  Document e-signed by Corinne Martinez (corinne.martinez@csulb.edu)
Signature Date: 2020-09-21 - 5:07:40 PM GMT - Time Source: server- IP address: 23.240.46.52
-  Document emailed to Shireen Pavri (shireen.pavri@csulb.edu) for signature
2020-09-21 - 5:07:42 PM GMT
-  Email viewed by Shireen Pavri (shireen.pavri@csulb.edu)
2020-09-21 - 6:55:29 PM GMT- IP address: 47.153.196.152
-  Document e-signed by Shireen Pavri (shireen.pavri@csulb.edu)
Signature Date: 2020-09-21 - 6:56:58 PM GMT - Time Source: server- IP address: 47.153.196.152
-  Agreement completed.
2020-09-21 - 6:56:58 PM GMT