



CALIFORNIA STATE UNIVERSITY, LONG BEACH

VICE PROVOST FOR ACADEMIC AFFAIRS

Memorandum of Understanding

Department of Public Policy and Administration,
College of Health and Human Services
March 2019 (for 2018 review)

This Memorandum of Understanding outlines the consensus reached by the Department of Public Policy and Administration, the College of Health and Human Services, and the Division of Academic Affairs, based on the recently conducted program review (Self-study in 2015-16, National Association of Schools of Public Affairs and Administration (NASPAA) Accreditation Site Visit in 2017, and UPRC report in September, 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 an MPA – Master of Public Administration in face-to-face and hybrid distance learning modes. Options in the degree program include Public Works Administration and Urban Affairs. Each degree option requires 39 units; 42 units with an internship. Graduate certificate programs include Employer-Employee Relations, Public Management Analysis, and Public Sector Financial Management. The Department has eliminated two certificates (Transportation and Urban Executive Management) based upon review of course offerings and student enrollment. The Department was last reviewed in 2012, with an MOU in 2013.

A number of strengths were identified in the reports.

- The Department conducted strategic planning in 2015-16, which resulted in a revised mission and Program Learning Objectives (PLOs). In addition, 5 “Universal required competencies” and specific course Student Learning Outcomes (SLOs) have also been identified (although they are more difficult to find on the website).
- The Department has developed and implemented an assessment plan to measure outcomes. The Department has evidence of “closing the loop” using assessment to guide program curriculum changes.
- Student satisfaction with support received from faculty and staff.
- The Department offers a cohorted Distance learning Program to meet the diverse needs of graduate student learners.
- Use of case studies in the Capstone Project successfully measure student acquisition of required competencies.

Areas of Concern and Opportunities for Development were noted in the reports.

- Graduation rates for the MPA fluctuate in both options, from 33% to 100% over a 4 year period. Although the length of time to degree can fluctuate with part-time or full-time status, the Department has the opportunity to improve persistence and retention

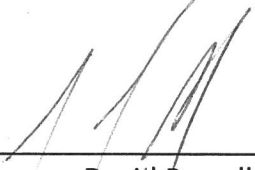
of students to ultimately improve the overall graduate rates.

- The Department has a qualified faculty that are sufficient for the Department mission and program delivery. The faculty is fairly uniform in their background, therefore focusing on diversity in qualifications is suggested with future hires.
- The Accreditation Site Visit report identifies concerns about classroom technology expressed by adjunct faculty. Given the faculty's high use of technology, continued technological improvements in physical classrooms are important for high quality instruction by both full-time and adjunct faculty.

It is therefore agreed that:

1. The Program will continue their ongoing program of assessment of institutional, programmatic, and student learning outcomes across the curriculum.
2. The Program will provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU to the CHHS dean, the Vice Provost for Academic Programs, and the Director of Program Review and Assessment. The review cycle will match the 6-year accreditation cycle from 2017-2023. A comprehensive self-study will be due June 2023 for 2023-2024 Academic Year external review/UPRC report process.
3. The Department will investigate and address concerns regarding classroom technology used by full time and adjunct faculty.
4. The Department will consider ways to improve persistence and retention of students in order to ultimately improve the overall graduate rates.
5. The Department will coordinate with the College to develop a plan for diversity in future faculty hires.

This MOU has been read and approved by:

Public Policy & Administration Chair:  Date: 2-20-20
David Powell

College of Health & Human Services Dean:  Date: 2/14/20
Monica Lounsbery

Vice Provost Academic Programs:  Date: 2-11-20
Jody Cormack