



CALIFORNIA STATE UNIVERSITY, LONG BEACH

VICE PROVOST FOR ACADEMIC AFFAIRS

Memorandum of Understanding Department of English College of Liberal Arts February 2018 (for 2017 review)

This Memorandum of Understanding outlines the consensus reached by the Department of English, the College of Liberal Arts, and the Division of Academic Affairs, based on the recently conducted program review. 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 the annual report.

The Department of English offers BA options in Rhetoric and Composition, Literature, Creative Writing, and English Education. It also offers an MA in English, an MFA in Creative Writing, and a Certificate in Professional Writing. The Department has neither developed nor discontinued any programs since the last review period. The Department is responding to changes in the discipline by adding more global context to the curriculum. The Department of English completed its previous program review with a final MOU issued in 2011. In the period since the previous review, the department has acted on some action items agreed to in the 2011 MOU by: 1) establishing core student learning outcomes for the undergraduate major and each specialty area; 2) bringing their curriculum into alignment with the newly adopted Common Core State Standards; 3) developing four officially approved Writing Intensive Courses; and 4) revising their English 380 course.

A number of strengths were identified in the program review reports. The Department offers writing courses to over 3000 first-year students to meet the needs of the GE Foundation Writing requirement (Category A1). They also offer GE courses in Categories A3, C1, C2, C2a, and C3. Because of the heavy involvement of the Department of English in GE, a majority of their FTES are non-majors. It is important to note the growth of Department majors from 28% to almost 40% since the last review. Overall, all baccalaureate degrees offered within the Department have increased their graduate rates since the Cohort entering 2010. For English majors, 4-year graduation rates have improved significantly, up to 31% for the cohort entering in 2012. The reviewers were impressed with the range of specialization and accomplishments of faculty, their deep and wide-ranging commitment to teaching, and the collegiality and supportive nature of faculty within the Department. The Graduate programs are the largest within the college, and the English MA is experiencing the greatest growth.

The primary issue identified in the program review was the lack of direct assessment. Although there is a plan to use English 380 as the primary course for assessment of undergraduate curriculum, there is currently a lack of direct programmatic assessment of student learning outcomes. The comprehensive examination is the primary assessment source for the MA.

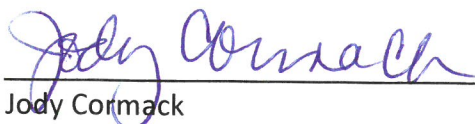
It is therefore agreed that:

1. The Department will implement a continuous program of assessment of Institutional, Programmatic, and Student learning outcomes across the curriculum. These should include General Education offerings (may include Freshman Composition), the Bachelor's programs, and the Master's Programs. This assessment should also include a revised curriculum assessment map, and a substantive assessment plan detailing "closing the loop" strategies.
2. The Department will provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU to the CLA dean, the Vice Provost for Academic Programs, and the Director of Program Review and Assessment. The review cycle will be from 2017-2024. A comprehensive self-study will be due June 2024 for the 2024-2025 Academic Year external review/UPRC report process.
 - a. Please note that follow up on changes made to the placement method of students in Written Communication GE courses and the success of students in those course should be assessed as program level outcomes related to Implementation of EO-1110 (data from West Ed or IR&A may be used and analyzed).
3. The Department will formulate a department mission and post on the webpage.
4. The Department anticipates retirements in the near future. The College will work with the Department to establish a tenure-track hiring plan based on the needs of the undergraduates and graduates that the Department serves.
5. The College and the Department will explore funding via grants and other external means to support graduate students with stipends and assistantships.

This MOU has been read and approved by:

Department of English Chair:  Date: 8/23/19
Eileen Klink

College of liberal Arts Dean:  Date: 8/23/19
David Wallace

Vice Provost of Academic Programs:  Date: 8-22-19
Jody Cormack