



CALIFORNIA STATE UNIVERSITY, LONG BEACH

VICE PROVOST FOR ACADEMIC AFFAIRS

Memorandum of Understanding

College of Professional and International Education

March 2021

This Memorandum of Understanding outlines the consensus reached by the College of Professional and International Education and the Division of Academic Affairs, based on the recently conducted program review (May 2019 self study, May 2020 external review, and UPRC report in March, 2021). 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 College offers Degree Programs and the Center for International Education, which are reviewed separately. The focus of this MOU was on CPIE's other educational programs, including (but not limited to) the American Language Institute (ALI), Study Abroad, Professional Education certificates and programs, and Open University. The College was last reviewed in 2012, with an MOU in 2013. The College has followed up on recommendations from that MOU related to program development in conjunction with faculty and academic programs. The College has not appeared to follow up on recommendations related to assessment, analyzing data, or reporting assessment outcomes.

A number of strengths were identified in the reports.

- A strong mission, with good alignment between the CPIE strategic plan and the University's Beach 2030 strategic plan.
- Solid Leadership from Dean Joshee
- Strong community partnerships with industry (Boeing, Port of Long Beach, etc...)
- Strong partnerships with campus programs and colleges to ensure adequate offerings of GE courses during each special session.

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


- The College has developed a new 80/20 allocation agreement with other Colleges, however there still seems to be campus concern regarding financial partnerships. There is an opportunity to create a better marketing and communications framework for the campus community, including detailed and transparent budgeting processes.
- The College and Academic Affairs should examine budget allocation. It was unclear to the reviewers whether the resources spent on various programs and buildings was the responsibility of the college itself or the institution at large. The team also recommended that the College work to rebuild a three-month reserve.
- CPIE programs have not participated in direct assessment activities, nor have they reported their direct or indirect assessment activities.

- There has been an increase in the number of degree and other programs that CPIE offers, but the data provided seems to indicate a concomitant decrease in the number of enrollments in CPIE. This is likely because CPIE has changed their enrollment data collection to focus more on specific programs, and not include participants in one-day classes and summer camps. CPIE has the opportunity to analyze the viability of programs, as well as to continue to develop new opportunities for recruiting and marketing programs to meet our Beach 2030 goals of expanding outreach to help students complete degrees and participate in lifelong learning. Data should clearly reflect new enrollment trends.
- With the Beach 2030 commitment to lifelong learning and developing more accessible programs to meet the needs of our community, CPIE has the opportunity to create more professional education and completion degrees. Development of supplemental degrees will require an updated, standardized processes for applications, admissions, clarity in the distinction between stateside and supplemental programs, and faculty hiring.
- The opportunity has an opportunity to strengthen their community ties by collaborating and potentially forming partnerships with campus-based career services.

It is therefore agreed that:

1. The College will develop and implement meaningful student learning outcomes and an ongoing program of assessment of institutional, programmatic, and student learning outcomes across their non-degree curriculum.
2. The College will provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU Vice Provost for Academic Programs, and the Coordinator of Program Review and Assessment. A comprehensive self-study will be due June 2026 for 2026-2027 Academic Year external review/UPRC report process.
3. The College will develop and implement a marketing and communications framework for the campus community, including detailed and transparent budgeting processes.
4. The College will collaborate with Academic Affairs to examine budget allocation, particularly for new program development. The team also recommended that the College work to rebuild a three-month reserve.
5. The College will work with IR&A to develop databases for program assessment.
6. The College will analyze enrollments and develop targeted strategy to assess viability of continuing and new programs.
7. The College will continue to work with the community and with academic programs to create more professional education, supplemental, and completion degrees. Development of supplemental degrees will require an updated, standardized processes for applications, admissions, clarity in the distinction between stateside and supplemental programs, and faculty hiring.
8. The College will investigate developing closer ties to local economy through career services and forming partnerships between campus-based career services.

This MOU has been read and approved by:

Dean, CPIE:  Date: 4/21/2021
Jeet Joshee

Vice Provost Academic Programs:  Date: 4/21/2021
Jody Cormack