



## **CALIFORNIA STATE UNIVERSITY, LONG BEACH**

VICE PROVOST FOR ACADEMIC AFFAIRS

**Memorandum of Understanding**  
**Department of Romance, German, Russian Languages and Literatures (RGRLL)**  
College of Liberal Arts  
December 2018 (for 2017 review)

This Memorandum of Understanding outlines the consensus reached by the Department of Romance, German, Russian Languages and Literatures (RGRLL), the College of Liberal Arts, and the Division of Academic Affairs, based on the recently conducted program review (Self-study due 2014, submit 2017; external review April, 2017; and UPRC report September 2, 2017). 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 completed its previous review of independent programs in 2008-09 with a final MOU issued in 2010. In the period since the previous review, the department has partially acted on action items agreed to in the MOU by implementing advising within the Department and ATLAS. The Department has worked with the College to add faculty, but many of these faculty have been lecturers, and not all tenure-track positions have been replaced.

The RGRLL Department offers four MA and BA programs (French, German, Italian and Spanish), a minor in Russian as well as a two-year Arabic language sequence. The Department has grown significantly since the past MOU, with one new degree program and several ancillary programs. The MA in Italian Studies is a new pilot program (2014) since the last review period. The French section created an interdisciplinary option for the BA in French and Francophone Studies, and Spanish plans to create a similar Interdisciplinary Option. In addition the Spanish, Italian and French sections have added certificates in language proficiency and the Single Subject Credential Program has been renamed World Languages: Languages Other Than English (LOTE) and has added Italian to French, German, and Spanish.

A number of strengths were identified in the program review reports.

- The comprehensive nature of the Department with a wide variety of degrees and courses. Multiple options allow for specialization, and increase the marketability of the program.
- The Department has a strong record of graduates being accepted into nationally ranked PhD programs, or securing employment (often in teaching positions).
- Department FTES have declined approximately 18% from 2007 to 2014. This is attributed to the drop in FTES in the non-major population, likely due to changes in the GE policy in 2012. The Department has already viewed this as an opportunity for development. They have added several certificates and interdisciplinary degrees (meant

to be a 2<sup>nd</sup> major) in an effort to meet the needs of the current student population.

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

- While the Program Learning Outcomes are thorough, they are not written in active measureable language.
- Students typically take a significant number of units beyond the 120-unit goal. Trends for retention and 4-year graduation rates are difficult to assess due to the low headcount of majors in individual programs. However, the numbers for the Department as a whole are consistent with those from the college. Reducing the number of units student take towards the degree could assist with Academic Progression, Retention, and Graduation.
- The headcount for RGRLL graduate degrees appears to be stable in French, and decreasing in German and Spanish. The Italian Studies MA is new, therefore trends are difficult to assess. Low census often leads to students limitations in course options, with many students taking an excessive number of 400/500 level courses.

It is therefore agreed that:

1. The Department will develop and implement a continuous program of assessment of institutional, programmatic, and student learning outcomes across the curriculum. This includes General Education offerings, the Bachelor's program, and the Master's Program. This assessment should also include a revised comprehensive curriculum map, and a substantive assessment plan detailing "closing the loop" strategies.
2. The Department will develop course-specific student learning outcomes and will revise/update program level outcomes to be active and measurable.
3. 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. Assessment for student and program learning outcomes will be completed for both the BA and the MA in programs. The review cycle will be from 2015-2022. A comprehensive self-study will be due June 2022 for 2022-2023 Academic Year external review/UPRC report process.
4. The Department will create a consistent and concise mission statement narrative that can encapsulate the philosophy of the RGRLL Department which is prominently displayed on the Department website, and that align with the mission of the university.
5. The Department will review demand for undergraduate and graduate core major requirements on a regular basis and adjust offerings as necessary to allow appropriate degree progression.
  - a. They will evaluate the need for a second language requirement in BA tracks for Italian, French, and Spanish.
  - b. They will develop a plan to reduce the number of 400/500 level classes offered to graduate students, while still ensuring these students have the opportunity for appropriate academic progression and time to degree.
6. The MA in Italian Studies program will end its pilot period after the 18-19 Academic

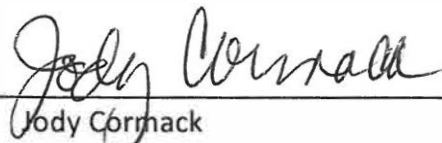
Year. It must submit a full program review and application to continue as a non-pilot program to the Vice Provost for Academic Programs and the Chancellor's Office.

7. The College will work with the Department to consider a cohort model for the MA programs, allowing for courses to be offered more infrequently, and increase the robustness of the program.
8. The College will work with the Department to establish a tenure-track hiring plan based on the needs of the undergraduate and graduate students that the Department serves.
9. 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 RGRL:  Date: 12/10/18  
Markus Muller

College of Liberal Arts Dean:  Date: 12/10/18  
David Wallace

Vice Provost Academic Programs:  Date: 12-12-18  
Jody Cormack