



**OFFICE OF THE PROVOST AND VICE PRESIDENT ACADEMIC AFFAIRS**

**MEMORANDUM**

**DATE:** September 26, 2022

**TO:** Department Chair and Leaders  
Department Assessment Coordinators

**FROM:** Voting Member: Dr. Matt G Mutchler, Director of Assessment and USLOAC Chair  
Voting Member: Ms. Tessa Withorn, USLOAC Member, Library  
Voting Member: Dr. Sally Mahmoud, USLOAC Member, CHHSN  
Mr. Ken O’Donnell, Vice Provost, USLOAC Member, AA  
Dr. Marisela R. Chávez, Director of Faculty Development, USLOAC Member, FDC  
Voting Member: Dr. Jarod Kawasaki, USLOAC Member, COE  
Voting Member: Dr. Hyo Joon Chang, USLOAC Member, CNBS  
Voting Member: Dr. Rui Sun, USLOAC Member, CBAPP  
Voting Member: Dr. Victoria Kim, USLOAC Member, CAH

**CC:** Dr. Michael Spagna, Provost/Vice President, Academic Affairs  
Dr. Carolyn Yarnall, Chair, Program Review  
Dr. Michele Dunbar, Integrated Assessment and Accreditation Specialist

**RE:** Student Learning Outcomes Assessment Guidelines (2022-23):

**In the current cycle (2022-23) for academic program assessment at CSUDH:**

**USLOAC is expecting that programs will be implementing their assessment activities as described in their assessment plans. Therefore, it is our hope to collaborate with you to ensure ongoing assessments of your program learning outcomes and that most programs will be turning in:**

The standard assessment reports on your PLO assessments (at least one PLO per year)

We realize that many program faculty faced challenges during the 2021/22 academic year due to the COVID-19 pandemic, racial injustices, and other social challenges.

USLOAC members would also like to help ensure that our colleagues stay on track for program review and work toward meaningful assessment practices, particularly during the current time when students’ learning experiences are undergoing significant changes.

This is an opportune time to conduct innovative student learning assessment so that our responses to these challenges are based on student level data.

If you turned in a plan, rubric, or indirect measure for review last year, we hope that you will utilize our feedback by revising those tools and implementing them in your assessment processes as per your assessment plans. USLOAC members discourage turning in the same item for review in consecutive years, but we are always happy to review those items in tandem with your assessment reports of your program learning outcomes.

Program faculty who did not turn in full reports in a previous year may wish to take a year during program review to re-tool and revise their plans, rubrics, or indirect measures. We encourage taking time for this and you may wish to turn in a variety of products for review during a year of reflection during your program review cycle. Such items may include:

1. The standard assessment reports on your PLO assessments, but in a pilot version for novel approaches;
2. Revised and updated assessment plans, but for the next 6-year program review cycle;
3. New or revised assessment rubrics for specific PLOs; and/or,
4. Indirect assessment such as student surveys or exit interviews for review.

If your department would like to utilize another document that is not listed above, and/or if you would like enhanced assistance from this committee on this work, please consult with the USLOAC Chair (Director of Assessment), who will help provide support and guidance for how to adapt it to your department's unique assessment needs.

In fact, we believe that for some programs, **focusing on developing specific PLO assessment rubrics represents a great deal of work and will lead to more meaningful assessment activities in the future.** Another significant step forward for many programs is to do a pilot assessment using assessment rubrics focused on PLOs (instead of grades, which measure many things and not just the specific PLOs). These tried and true assessment methods will lead to more meaningful results and to improvements in student learning (as well as more satisfaction with the outcome).

Your next Annual Assessment Report for both undergraduate and graduate (if applicable) programs, is due **December 1, 2022**. It should include student learning outcome data collected and new assessment tools (described above or as needed) during the 2021-22 academic year and related analysis according to your assessment plan. USLOAC members appreciate seeing your PLO specific rubrics uploaded (as attachments) on your full assessment reports. Also, please be sure your latest assessment plan is uploaded under the documents tab for general information. Note that you are free to adjust your plans as needed and to adjust your PLOs. You do not need USLOAC approval to adjust assessment plans or PLOs, but we are always happy to provide feedback when requested.

Please note that all degree granting programs are expected to assess all their program learning outcomes at least once (and preferably twice to assess any changes from previous results) over the six year program review cycle. Each year, unless specified, the expectation is that you provide assessment results of student learning for at least one or more program-level student learning outcome(s) each year to ensure that all your program outcomes are assessed on a six-year cycle.

These assessment activities and the feedback letters will help you make your cases for more resources and support based on evidence of student learning and program improvements when your program comes up for program review. The program review committee will be expecting to see these documents in your portfolio.

If your program is not able to meet the deadline of **December 1, 2022**, or if you have other ideas on assessment activities that may be more useful to your program and more feasible at this time, please contact the USLOAC Chair (Director of Assessment) at your earliest convenience. This will enable a later deadline to be set and any requested assistance in preparation provided by the committee members.

Thank you for your continuous efforts to improve learning for our students. As in the past, assessment trainings and workshops will be offered throughout the academic year. We strongly encourage the participation of all faculty members who are involved in your program assessment committee in these professional development opportunities. If you need any assistance or want to discuss plans for assessment, please contact Dr. Matt G. Mutchler, Director of Assessment in Academic Affairs, anytime at [mmutchler@csudh.edu](mailto:mmutchler@csudh.edu).

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