



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

MEMORANDUM

DATE: April 23, 2020

TO: Academic Program Chairs, Assessment Coordinators, Program Review Chair, and Deans

COPY: Dr. Michael Spagna, Provost/Vice President, Academic Affairs

FROM: Dr. Matt G Mutchler, Director of Assessment, Academic Affairs and USLOAC Chair
Ms. Tessa Withorn, USLOAC Member, Library
Dr. Susan D. Einbinder, USLOAC Member, CHHSN
Mr. Ken O'Donnell, Vice Provost, USLOAC Member, AA
Dr. Kara Dellacioppa, Director of Faculty Development, USLOAC Member, FDC
Dr. Yesenia Fernandez, USLOAC Member, COE
Dr. Kelin Li, USLOAC Member, CNBS
Dr. Rui Sun, USLOAC Member, CBAPP
Dr. Christopher Potts, USLOAC Member, CAH
Dr. Kim Costino, Dean Undergraduate Studies, USLOAC Member, AA

RE: Student Learning Outcomes Assessment Activities Guidelines: Academic Year 2020-21

Dear Esteemed Colleagues,

The members and Director of the University Student Learning Outcomes Assessment Committee (USLOAC) thank you for your ongoing assessment of student learning activities at CSUDH and your commitment to student success during these challenging times. Assessment is an ongoing process of evaluating student learning and using results to improve your programs. Department chairs and faculty, who carry the primary role in the assessment process, fulfill an invaluable responsibility to our students and the entire University by utilizing an outcomes-based approach to improve student learning.

USLOAC would like to acknowledge the many personal and instructional challenges we are all facing and extend our sincere support and empathy as we continue to show up for our mission and our students. Our faculty, staff, and students are in very different places and unique situations as we move on-line to comply with physical social distancing policies set to help reduce the impact of COVID-19. This process of moving on-line and staying home generates novel ways of doing our work and new issues for us to problem-solve.

Members of USLOAC have shared and discussed some of these challenges during our meetings and we understand that programs are grappling with many barriers including how they may be able to conduct assessment for this cycle. As we review existing reports, we want you to know that we are still available to provide guidance and support for your assessment activities. Some programs may be more affected than others and we understand that you may need some flexibility during these trying times.

As a committee, we have agreed to adapt and accommodate new ways of conducting assessment for the upcoming 2020-21 cycle. We recognize that some programs may conduct assessment as usual, while others may face substantial and ongoing challenges in collecting and analyzing assessment data under the current conditions.

Therefore, for the current cycle (2020-21), USLOAC will accept and review various kinds of assessment products including:

1. The standard assessment reports in Campus Labs;
2. Revised and updated assessment plans;
3. New or revised assessment rubrics for specific PLOs; and/or
4. Indirect assessment such as student surveys or exit interviews for review.

USLOAC can assist and review these different activities. In fact, we believe that, for some programs, focusing on a developing a specific PLO assessment rubric represents a great deal of work and will lead to more meaningful assessment activities in the future.

Your next Annual Assessment Report for both undergraduate and graduate (if applicable) programs, is due **November 13, 2020**. It should include student learning outcome data collected or new assessment tools (described above or as needed) during the 2019-20 academic year and related analysis according to the assessment plan you submitted in the past. Please note that future years, unless specified, will return to the expectation 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 program outcomes are assessed on a six-year cycle. If your program is not able to meet this deadline or if you have other ideas on assessment products 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 year. We strongly encourage the participation of all faculty members who are involved in the program assessment in these professional development opportunities. If you need any assistance or want to discuss plans for outcomes assessment, please contact Dr. Matt G. Mutchler, Director of Assessment in Academic Affairs, anytime at **mmutchler@csudh.edu**.