

**CALIFORNIA STATE UNIVERSITY, EAST BAY**

DESIGNATION CODE: 2011-12 CAPR 12

DATE SUBMITTED: April 02, 2012

**TO:** The Academic Senate Executive Committee  
**FROM:** The Committee on Academic Planning and Review (CAPR)  
**SUBJECT:** Institutional Learning Outcomes  
**PURPOSE:** For Action by the Academic Senate

**ACTION REQUESTED:** Acceptance of the [proposed institutional learning outcomes](#) developed by the CAPR Subcommittee on Institutional Learning Outcomes as fulfilling the mandate presented to CAPR in 2009-10. Placement of these proposed institutional learning outcomes on the agenda of the Academic Senate for approval as the official university-wide articulation of expectations for all degree recipients.

**BACKGROUND:**

In a referral to CAPR on February 15, 2010, Excom requested that CAPR develop a list of institutional learning outcomes (ILO) and, as a second phase, develop a plan for assessing them as part of the program review process. During the rest of the winter quarter and part of the spring quarter of 2010, CAPR members devoted several discussions to this subject and collectively developed a set of potential ILOs. It also prepared a list of members for a sub-committee to be established to develop an appropriate plan for assessment of those ILOs. This information was presented to Excom in a memo from the CAPR Chair on May 5, 2010. In discussion of CAPR's memo, Excom voted not to submit these ILOs to the full Academic Senate for their consideration, referring the subject back to CAPR for further consideration. CAPR discussed this decision and decided that it should create a Subcommittee on Institutional Learning Outcomes (hereafter referred to as the ILO Subcommittee) and have its members develop a plan for generating ILOs. Through a consultative process with university community stakeholders, a candidate set of ILOs would be drafted and upon approval by Excom, submitted to the full Academic Senate for adoption. The ILO Subcommittee was convened in the winter quarter of 2011 under the leadership of Sharon Green, Director of Assessment, and began its work in the spring quarter with its inaugural meeting. The following timeline and activities were then completed in order to produce the proposed set of ILOs:

**April and May 2011**

- Interviews with 34 campus leaders conducted by Sharon Green and Michael Lee to identify ILO preferences, the role for ILOs, the relationship of ILOs to program outcomes, concerns with respect to ILOs, implementation issues, and expectations concerning an ILO timeline.

## **May 2011**

- Presentation to Excom (May 3) on ILO development process
- Five ILO forums (four at Hayward and one at Concord); 200 student, faculty and staff participants
- Year end report submitted to CAPR and Excom with a proposal to continue the ILO development process and finalize completion in 2011-12

## **June, July and August 2011**

- Data analyzed from ILO Forums - broad ILO categories developed

## **September 2011**

- Back to the Bay—ILO process reviewed with faculty and staff—categories introduced, examples of ILOs mapped to courses
- WASC Assessment Retreat—faculty, staff, student team worked with WASC mentor on definitions and alignment of ILOs with university mission

## **October 2011**

- Student, staff, and co-curricular representatives added to ILO Subcommittee
- Al Fresco - Students surveyed and interviewed about ILO categories
- Marketing #3445 and Marketing Research courses—students surveyed about ILO categories

## **November 2011**

- 2<sup>nd</sup> WASC Assessment Retreat-- ILO language refined by team; ILO process presented at Best Practices poster session

## **January 2012**

- Draft ILO categories presented to FDEC for feedback and comment
- Joint meeting of ILO Subcommittee and WASC ILO Taskforce
- Four follow up ILO Forums held; 175 student, faculty and staff participated

## **February 2012**

- Joint meeting of ILO Subcommittee and WASC ILO Taskforce
- Draft ILOs presented to Cabinet (February 16)
- Consultations with College Councils of Chairs on Draft ILOs
- Eight sections of Developmental English courses #0730 and #0802 provided input and feedback on Draft ILOs
- Library faculty provided input and feedback on Draft ILOs

## **March 2012**

- Final draft ILOs approved by ILO Subcommittee (email vote March 13-14)
- Final draft ILOs approved by CAPR (March 15)

Since its inception, the ILO Subcommittee included at least one member from each of the colleges and the library. During most of 2011-12 it also included a student member, a representative of ASI (providing a co-curricular perspective), a staff member and a representative each from GE and APGS. The membership during this last phase of the development of the proposed ILOs that included the final set of forums held in the winter quarter has been:

Sharon Green (Chair), CBE (CAPR member 11-12)  
Michael Lee, CLASS (ex-officio, CAPR Chair 08-12)  
Donna Wiley, CBE/APGS (CAPR member 10-12)  
Caron Inouye, CS (CAPR member 11-12 and WASC ILO Task Force member)  
Tom Bickley, Library, (WASC ILO Task Force member)  
Randy Saffold, ASI  
Andrea Lum, Staff/APGS (WASC ILO Task Force member)  
Sally Murphy, GE  
Denise Fleming, CEAS  
Sarah Nielsen, CLASS (WASC ILO Task Force member)  
Norah Ledoux, Student (WASC ILO Task Force member)

Input to the final phase of discussion was also provided by the other members of the WASC ILO Task Force who engaged in a parallel effort to vision institutional learning goals for CSUEB as part of an initiative associated with the build up to WASC accreditation; Vish Hegde, CBE and José Lopez, CEAS. Prior to the winter 2012 ILO Forums, the CAPR Subcommittee and WASC Task Force were able to meet on two occasions, sharing information and perspectives concerning their respective ILO development initiatives.

The results of this extensive and inclusive process are reflected in this final version of proposed ILOs. The Subcommittee believe the ILOs represent the consensus opinion in our university community of the broad learning outcomes our graduates should possess as a result of their education. The ILOs are presented here along with introductory statements and exemplar competencies written in a consistent, active tense (i.e. what our graduates will be able to do based on the knowledge, skills and dispositions they will have acquired through their satisfaction of each particular ILO). They were submitted to CAPR at its March 15 meeting, having been approved unanimously by the members of the ILO Subcommittee by email vote. This final draft was approved unanimously by CAPR for presentation to Excom with the recommendation to approve the ILOs as having satisfied the charge given to CAPR and place them on the agenda of the Academic Senate for a vote for adoption by the university. Subject to approval by the Academic Senate, CAPR recommends that the ILO Subcommittee be retained, with continued representation from each college, the library, staff, ASI (co-curricular) and the student body, to develop a set of guidelines for assessment of the ILOs (taking place at the program level) and for the tracking and reporting on such assessment by CAPR as part of a revised five-year review process. This represents the second phase of the process envisaged by Excom in its 2010 referral to CAPR and should be completed in 2012-13.