



**CALIFORNIA STATE UNIVERSITY, EAST BAY
ACADEMIC AFFAIRS**

Date: January 7, 2008

From: Michael Mahoney, Provost and Vice President, Academic Affairs

To: Ben Bowser, Interim, Dean, CLASS
Pat Guthrie, Chair, Human Development

Subject: MOU Meeting – B.A. Human Development

On December 11, 2007, I met with Ben Bowser, Interim Dean of CLASS; Jim Okutsu, Associate Dean; Aline Soules, CAPR Chair; Pat Guthrie, Chair, Human Development; and Carl Bellone, AVP Academic Programs and Graduate Studies to discuss the Program Review for the B.A. in Human Development and to develop an MOU as required by CAPR 9.

During the past five years, the B.A. in Human Development achieved two significant accomplishments. The first was a recently completed major revision of its curriculum which had not been revised for 20 years. The curriculum revision occurred for two basic reasons. One was because the program hired several new faculty members who came in with new ideas and specializations that they wanted to see reflected in the curriculum. The other was due to the results of a program assessment which indicated that the students were not learning what the department wanted them to learn. The new curriculum began in Fall Quarter 2007.

The second significant accomplishment was the growth of online course offerings culminating in the launch of an upper division fully online B.A. in Human Development degree. The Department has a long history of distance learning going back to the use of audio and video tapes so the development of a totally online degree at the upper division level was the next logical step. The first online upper division cohort began in Fall Quarter 2007. The online degree currently has two options but may add others later. The online degree was approved by WASC.

The biggest concern the department has now is the need for more tenure track positions. Currently, more than 50% of courses are taught by lecturers. The Department is hiring this year, but even with new hires the Department will not be near the goal of 75% of courses taught by tenure track faculty. The Department needs new faculty because it sees itself as a growth department due in large part to its online offerings. Many of its regular faculty members are on some type of assigned time due to grants, Faculty Development assignments, or research which further reduces the amount of tenure track faculty available for the classroom.

In the next five years, the Department anticipates needing more support for its online offerings. The Department's online degree would benefit greatly from an expanded university infrastructure to help with the needs of online students such as helping students learn to use Blackboard effectively. Also, it is difficult to tell which upper division general education courses are regularly offered online in the university and that makes it difficult for students to plan for what non-Human Development online courses they can take in future quarters. There is also a need for student evaluations of the professors to be online. There is no online form or process for this at present.

Understandings

The CAPR report for the B.A. in Human Development (2006-07, CAPR 13) made three specific recommendations. CAPR recommended that Human Development 1) receive additional tenure track hires to reduce the number of sections taught by part-timers with the understanding that the requests for these position would have to compete with other requests in CLASS, 2) the addition of more administrative and technical support staff to address daytime and evening hour needs plus those of the online degree, and 3) improvement of the facilities used by the Human Development Department to teach courses away from the Hayward Campus (in particular, at Contra Costa College).

The results of the MOU meeting are as follows:

1. The Department is encouraged to follow the regular process for requesting additional tenure track positions. The evidence seems clear that the Department needs more tenure track positions so the chances of receiving them should be good.
2. The Department reported that it has received additional fulltime administrative support which has made a big difference. The Department Office can now be kept open Monday through Thursday until 7:00 p.m. The technical support from MATS is working out fine but students still need training on the Blackboard system. This needs to be addressed as a university issue since it involves other online degrees and courses as well.
3. The Human Development is offering its degree at Contra Costa College as part of the PACE Program. There have been problems with faculty not having a place to hold office hours and not being able to get access to a smart classroom on a consistent basis. The Director of the PACE will look into remedying this situation with Contra Costa College.

AVP Carl Bellone and I sincerely appreciate the very important work that the Human Development Department continues to do and we thank the Chair for her continuing strong efforts on behalf of our students and for the needed curricular revisions that she skillfully accomplished. In addition, we'd like to thank the Chair and faculty for their very strong leadership and determination to create the online program. We'd also like to thank CAPR for their time and informative report.

Cc: Carl Bellone
Aline Soules
Hank Reichman
Susan Correia