TO: The Academic Senate

FROM: Committee on Instruction and Curriculum (CIC)

SUBJECT: WOST Online BA program

PURPOSE: For Action by the Academic Senate.

ACTION REQUESTED: That the Academic Senate approve the Online Bachelors of Arts in Women’s Studies; effective Fall, 2011

BACKGROUND INFORMATION: At its meeting on February 7, 2011, CIC voted unanimously to approve the attached proposal. The WOST Online BA program proposal was passed after hearing testimony by Pat Guthrie, the Chair of Human Development and Women’s Studies, and a lengthy discussion of ongoing issues related to online instruction and library resources. The curriculum for this program was passed by the Academic Senate in 08-09 to be effective Fall 09, but this current proposal is necessary for an expedited WASC review and subsequent implementation of the online venue.
Template: Expedited Review: Off-Campus or Distance Education

California State University, East Bay

Department of Human Development and Women’s Studies

Submitted by Lynn Comerford, Associate Professor and Director of Women’s Studies

Program Description

Briefly describe the following:

A. Program Title: Online Bachelor of Arts in Women’s Studies (BA-WOST)

B. Site Location (Including Physical Address if applicable):

The program will be offered online via Blackboard; administrative support is physically located at the Department of Human Development & Women’s Studies, 3069 Meiklejohn Hall, California State University, East Bay, 25800 Carlos Bee Boulevard, Hayward, CA 94542

C. Start Date: Fall 2011 (September 2011)

D. Modality: Asynchronous online instruction via Blackboard

E. Anticipated FTE:

We plan to offer an online degree completion program to 30 upper division WOST students, Fall Quarter 2011. Based on student feedback, we anticipate a strong demand for this major. We expect to enroll an additional 30 students each Fall Quarter. At the end of three years, we project an enrollment of between 60-90 students in the Program.

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<tr>
<th>Fall 2011 enrollment</th>
<th>Fall 2012 enrollment</th>
<th>Fall 2013 enrollment</th>
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<tr>
<td>Cohort A: 30</td>
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The online BA-WOST program is geared to working adults, primarily to women who desire to complete their degree and need to meet paid work and unpaid care work obligations. The majority of our WOST students fit this profile and we expect a similar population for online students. Many CSUEB students who are attracted to online course offerings in HDEV/WOST are single parents. Approximately 85 percent of all single parents in the United States are women--single-mother families have grown at a rate five times faster than nuclear families over
the past twenty years and have a 20 percent rate of poverty. Access to a higher education, offered online to students with paid and unpaid work obligations, can mean an escape from poverty for their families.

The online BA in WOST will consist of the same curriculum approved for the on-ground program, including the same courses, course outlines, learning outcomes, and major assessments.

**Learning Outcomes**

A. Briefly describe the learning outcomes of the program:

**Learning Outcomes:** Students graduating with a BA in WOST from CSUEB will be able to do the following:

1) Identify feminist theoretical and methodological perspectives on culture and society

2) Critique social inequalities founded on the intersections of gender, race, ethnicity, class, sexuality, and nation

3) Apply skills gained in computing, writing, fieldwork, critical thinking and knowledge synthesis to their lives and workplaces

3) Critically reflect upon their own lives and social, cultural, and institutional structures nationally and internationally from a feminist perspective

4) Comprehend the factors involved to become leaders committed to dismantling sexism and other oppressive beliefs and work for social justice

**The goals of the Women’s Studies program:**

- To provide students with the theoretical and methodological tools to examine the intersections of gender with other forms of difference and power—such as sexuality, race, class, and nation—in local and transnational contexts

- To provide a forum for intellectual debate and a catalyst for students committed to social action which addresses various forms of social injustice

- To provide service learning fieldwork placements on issues pertaining to the lives of women which culminate in a senior thesis

- To build supportive local community environments for women by disseminating fieldwork research findings back to the community
Learning Objectives for the Women’s Studies Undergraduate Curriculum:

A. To appreciate women’s studies as an academic field of study and research
B. To understand and apply feminist intersectional analysis to social inequalities
C. To recognize what it means to place women at the center of knowledge-making
D. To understand the ways in which feminist pedagogy offers a different perspective from other forms of teaching and learning
E. To appreciate the dynamic relationship between women’s studies scholarship, service learning fieldwork, and feminist social action

See Appendix 1: BA-WOST Curriculum Map and Competencies

Faculty Resources

A. Briefly describe the qualifications, status and number of faculty who will deliver the program.

Faculty members who teach online in the WOST program are carefully selected, appropriately trained, frequently evaluated, and have a low turnover. The WOST major will be taught by a combination of tenure-track and lecturer faculty. The WOST prefix courses will be taught by five full-time tenure-track faculty and three part-time lecturers.

The WOST tenure-track faculty include:

- Lynn Comerford, Associate Professor and Program Director
  - PhD, Sociology, State University of New York, Albany
- Maxwell Davis, Assistant Professor
  - PhD, Social Work, University of Southern California
- Patricia Drew, Assistant Professor
  - PhD, Sociology, University of California, Santa Barbara
- Patricia Guthrie, Professor and Chair of Human Development and Women’s Studies
  - PhD, Anthropology, University of Rochester
- Keri O’Neal, Associate Professor
  - PhD, Human Development, Texas Tech University

The WOST lecturer faculty include:
• Vibha Chandra, Lecturer
  o PhD, Sociology, State University of New York, Stony Brook
• Dina Jarrah, Lecturer
  o PhD, Public Administration, University of California, San Francisco
• Judith Williams, Lecturer
  o PhD, Biology, University of Hawaii

The Department of Human Development and Women’s Studies has been offering distance education for over thirty years. All WOST faculty have developed and taught online courses and attended conference sessions and/or workshops focused on online instruction. Professor Patricia Guthrie, Department Chair, has been teaching in WOST for over twenty years, and has an M.S. in Online Teaching and Learning. She has also presented on the topic of online instructional strategies at both statewide and national conferences.

The training of the WOST faculty for online teaching is ongoing, incorporates best practices in online learning pedagogy, and ensures competency with Blackboard. All WOST faculty are proficient and effectively supported in using Blackboard. WOST faculty regularly attend workshops and receive individual training from CSUEB's Office of Faculty Development. The training for faculty members engaged in online learning includes consideration of issues of academic integrity, such as ways to reduce academic dishonesty. A veteran online instructor is assigned to each new faculty teaching online -- the “mentor” reviews the blackboard website and provides support for the new faculty. The mentor monitors the development of the course before it starts and makes suggestions to the faculty about design and structure. Additionally, CSUEB has a process for online evaluation used for assessing teaching effectiveness for all online classes. WOST students, over the last five years, have consistently expressed their satisfaction with the quality of online instruction on their WOST course evaluations.

The consistency of these courses in our program will continue in the delivery of our online program. Online courses in WOST share the same learning outcomes and major key assessments as those offered on ground.

Physical Resources

A. Briefly describe physical resources. Please attach SIGNED MOU's or other agreements that support the proposed location or program.

WOST faculty offices and administrative assistants are located in the Department of Human Development and Women’s Studies, Meiklejohn Hall. The proposed online degree completion program will have no impact on the physical resource capacity of the University as it does not require physical classroom or lab facilities.
The University Libraries provide online research help, research databases and electronic books, reference sources, journal articles, tutorials, and streaming video which can be accessed from the Libraries’ website with a campus NetID and password.

The University Libraries have a link on their website entitled “Library Services for Students Enrolled in Online/Distant Education Classes.” The University Library offers a wide range of services to help both students and faculty, including information on how to access HAYSTAC, the Libraries’ online catalog, CSUEB’s online full-text journals and databases, and off-campus databases. In addition, the site provides information regarding how to consult with a reference librarian and how to use InterLibrary Loan (ILL) services.

**Budget**

The cost to offer an online BA in WOST is covered by the budget currently allocated to the Department of Human Development and Women’s Studies. All WOST BA course costs are covered by the revenue generated by the FTES according to current resource allocation policy. No additional money is needed. Marketing and publicity expenses such as brochures would be kept to a minimum by providing these through the Department’s website. The Department will also share information regarding WOST through public and private school systems’ information systems (such as email, links to our website, etc.).

We do not anticipate any differences in the costs for this program from our regular program. If any additional course sections are needed, they will be added and taught by our current tenure-track faculty and lecturers. If more lecturers are needed, they will be hired, with their costs being covered by additional student FTES.

A. Please attach the program budget covering at least the next 3 years. Be sure to include income and expenditures, including line items for salaries and benefits.

The budget includes at least three years of revenue and expenditures in adequate line-item detail.

See Appendix 2: WOST Budget 2011-2014

**Assessment**

A. Briefly describe the plan for assessment.

All online WOST courses and the program are evaluated on a periodic basis. The plan for incorporating assessment of this program into the institutional program review process is part of the systematic assessment carried out by the University-wide Committee on Academic Planning and Review. Each department is required to carry out a major Self-Study including the formulation of a Five Year Plan. The Self Study must contain a copy of the program's Outcome Assessment document, which summarizes: a) the data and what has been learned from this information, b) the steps the program has taken in response, and c) what further steps should be taken. Annual reports are submitted each year in between the major Five Year Review mandated
for all programs. Adjustment to the program will be made as appropriate based on the results from the program review and recommendations from CAPR.

The WOST assessment plan includes direct and indirect methods of assessment used to improve learning and the program and relies on a number of sources of information to assess student performance and the accomplishment of the BA-WOST program’s mission, goals and outcomes. The assessment plan includes:

- Input from the WOST Advisory Board, which consists of representatives from local women’s agencies located in the Greater San Francisco Bay Area, program alumni, and current students
- Relevant research findings regarding effectiveness in women’s studies education
- Student course evaluations
- Exit survey, which is completed during WOST 4910
- Student performance in WOST 4600 and WOST 4910 (Take Action Research Seminar I, II), the capstone experience
- Discussion and planning at the department meetings and annual retreat

BA-WOST Advisory Board

The members of the 2010-2011 BA-WOST Advisory Board include the following:

Monifa Willis, Building Futures with Women and Children

Lucero Arellano, Next Door Solutions to Domestic Violence

Nicki Guard, Girls Incorporated of Alameda County

Alicia Turino, Membership Director, Girl Scouts Heart of Central California, WOST student

Annie Matthews, C.E.O. Creating Economic Opportunities for Women

Cindy Tayag, Evergreen Valley College

Paloma Barroso, Solheim Lutheran Home

Molly Mayse, WOST student

Debra Mayeux, WOST student

Michelle Dedischew, WOST student

The Advisory Board will meet as a group in the Spring 2011 Quarter to discuss the WOST online BA scheduled for Fall 2011.
Syllabi are reviewed and approved by the WOST Program Curricular Committee (which includes all WOST tenure-track faculty) to ensure that learning objectives are linked to program learning outcomes. Syllabi submitted for online courses are expected to be just as current and rigorous as syllabi for face-to-face courses. Before a course is taught, syllabi are reviewed by the WOST Program Curricular Committee to ensure that the pedagogy is appropriate for the modality of the course. Program tenure-track faculty will determine whether the course learning outcomes remain linked to program learning outcomes and will take steps to correct any inconsistencies or omissions. All of the WOST syllabi have been placed upon a Blackboard site and are available to all program faculty for review.

Students and faculty are required to be online and “present” on a weekly basis. WOST faculty teaching online courses are expected to read all postings, assignments, and discussions every week. WOST faculty are also expected to regularly give feedback to all students, as they do in face-to-face classes.

Students are required to respond to discussion prompts, to be engaged in thoughtful, informed discussions with peers, to complete assignments on time, to support their peers through peer editing/discussions, and to participate regularly in collaborative activities.

Faculty will regularly check students’ level of involvement both qualitatively through reviewing/assessing all activity and quantitatively by reviewing the online program’s Blackboard Performance dashboard. (This tool allows faculty to see at a glance every participant’s activity on all discussion boards.) Faculty are encouraged to send warning emails or call any student who falls more than one week behind on their course activities, (as we would do for a face-to-face cohort student who was missing from class for more than a week.) All syllabi will identify the course as an “online” course.

**Student Course Evaluations:**

WOST requires a student course evaluation for all courses taught in the BA-WOST program, including both face-to-face courses and online courses. This feedback is used to make needed course adjustments. WOST online students complete the same course evaluation form that students complete in the face-to-face cohorts.

WOST holds an annual all-day retreat early in the Fall Quarter where the curriculum is reviewed and results from course evaluations are discussed. For Fall Quarter 2011, results from the exit survey will be discussed. The WOST Program tenure-track members will compare and contrast the satisfaction of students between the different cohorts and address concerns as appropriate. The results from the exit survey will be used for program modification if appropriate.