

From: Diane Jonte-Pace
To: Janice Chavez
Date: 10/30/2008 9:27 AM
Subject: Following up on Education Department meeting/ Syllabus Workshop

Dear Janice,

I want to thank you for inviting me to attend the Education department meeting on Tuesday.

I also want to follow up with some recommendations for “action items” for the department.

- I encourage all faculty to revise their syllabi for next quarter to incorporate student learning objectives at the program and course level (and, as appropriate, at the level of state standards). This should be an ongoing practice, not something that’s done just for the WASC site visit.

- I encourage faculty to indicate clearly how assignments are aligned with or learning objectives.

- I encourage you to post the departmental mission, goals, and objectives (MGO) on the departmental website as soon as possible. There was some discussion of putting state standards on your website as well, so that may also be a next step consideration.

- I encourage faculty to include the departmental goals and objectives from the MGO in syllabi as appropriate.

The departmental statement of MGOs looks quite good, but as our discussion revealed, there may be some interest in slight changes in the language of some objectives to ensure that they’re appropriate for the students in the MA program as well as the credential program.

- A department-wide discussion of the MGOs would be appropriate – this would be useful in bringing new faculty members into the departmental culture.

- I encourage faculty to use language for learning objectives that indicates clearly how students can demonstrate their learning. (Blooms’s taxonomy can be useful here.)

- I encourage you to maintain a file of departmental syllabi and a record of syllabus approval processes.

- I encourage you to establish a plan for assessing student learning based on the departmental goals and objectives. Let me know if Carol Gittens or I can provide assistance on the development of an assessment plan.

Please don’t hesitate to contact me with questions. For questions specifically on assessment, I recommend that you consult with Carol Gittens.

Best,

Diane

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