

## Program Review Memorandum of Understanding 02-10-2018

### Plan for Improvement: Recommendations from the Program Review:

1. Given the increased size and demand since the last program review, consider exploring whether the department has adequately considered additional resources requests. Example: Consider whether 1 FTE hire might be timely and beneficial rather than a long-term adjunct or part-time professor, given major growth and GE service (p. 31).

*We recognize that the data does not support this, but would like to pursue a budget neutral staffing shift in a very specific manner. Since we currently have ~32 units for adjunct/part-time professors if no one is on sabbatical, it may be risky to advertise for a tenure-track FTE. On the other hand, we have a long-term part-time professor, who wants to move to a full-time, non-tenure track position. We would like to formally request that this occur by filling the FT position coming open in F18 with this faculty member and then find a PT faculty member to teach A&P courses to fill this vacated PT slot.*

2. Design a multi-year schedule with budget projections for upgrades and/or replacements for lab technology and instrumentation funded through grant-writing and/or institutional revenue (p. 75).
3. Explore the assignment of adequate faculty units for BIO 490 internship coordinator to serve Environmental Science and Biology B.A./B.S. and add BIO 490 to the list of Biology-BA upper-division electives (p. 21, 28, 32, 41, 47, 51, 72, 76, 87).

*We request 1 unit of load release per semester for an internship coordinator. (BIO490 was already added to the list of BIO-BA upper division electives and we are making a bigger emphasis on internships in the program.) We will reevaluate this after the 19-20 AY (2 year pilot) to see if we have the minimum number of students doing internships annually to sustain this (12 students per semester).*

4. Maintain a soft cap for admissions to the Biology B.A./B.S., Biology-Chemistry, and Environmental Science programs at 100 students annually (p. 13).
5. Submit Academic Policy Committee (APC) proposals: (p. 124)
  - Drop the PHY141/142 (or PHY241/242) requirement (8 units)
  - Add a required course in GIS (Geographical Information Systems) (3 units)
  - Add a required course in Environmental Chemistry (4 units)
  - Add POL 290 and BUS 475 to the Public Policy and Stewardship electives
6. Revisit success criteria for mastery-level outcomes. Example: "100% at developed or higher and X% (to be determined) at mastery" (Response to ERR for Biology B.A./B.S., Biology-Chemistry, Biology M.A./M.S., p. 3).

### Action Steps for Implementing Improvements:

1. Since faculty loads have already been assigned for 2017-18, hire Heidi Woelbern for a non-tenure track faculty position beginning 2018-19 to fill the open FT position. Look for a PT faculty member to teach in the A&P courses to fill the vacated PT position.
2. Form a committee that includes Kerri Sevenbergen to work on this budget projection during 2018-2019. We will need input from the administration as to the acceptable scope of these projections.
3. Since faculty loads have already been assigned for 2017-18, implement the internship coordinator units in 2018-19 with a 1 unit load.
4. The soft cap will be maintained by Admissions to the extent possible (See Accountability #3 for further context).
5. The APC proposal from program review will be submitted in Fall of 2017.
6. The department will discuss this criterion at our assessment meeting in Fall of 2017.

### Assessment Measures:

Only measures 6 and 7 relate to assessable program outcomes. We will continue to track student satisfaction with the Environmental Science-BS and the Biology MA/MS through our standard assessment protocols, e.g. exit interviews, alumni surveys, and analysis of similar programs at comparator/aspirant schools.

### Financial Implications of the Action Steps:

1. Staffing shift with current PT faculty moving into open FT position will be budget neutral.
2. Potential financial implications when equipment breaks, but we have already been replacing this equipment anyways within the renewal and replacement budgets or other sources of funds (grants, gifts, contingency).
3. 2 unit increase in faculty load. This will be offset by no longer offering BIO325 (Insect Biology), which is a 3 unit course (4 unit load) taught every other year, and so would offset the 2 unit addition
4. No financial implications.
5. We will use 3 units of Dean release for Walter Cho in 2018-19 to develop the GIS course.
6. No financial implications.

### Areas of Accountability:

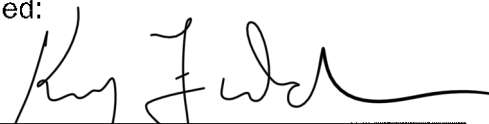
1. The Biology department will work with the Dean and Provost to investigate, identify and implement a strategy to make the programs within the department more sustainable and scalable. The existing model was created in a very different context than what current exists. The current model consists of largely no lab credit for students, nearly every course having a lab associated with it, a relatively broad curricular offering and faculty loading parameters that underload them for lectures and give unfunded load for labs (no lab credit for students). The target for this strategy is to gain a 40% efficiency in the baseline\* unfunded load numbers if possible (38 units of unfunded load is target). Recognizing certain steps have already been taken, progress already obtained counts towards the efficiency target. A strategy should be identified during AY17-18 so that any curricular adjustments can be proposed in AY 18-19 for a targeted implementation in AY 19-20.
2. The department, in collaboration with the Dean and Provost will look at strategies to help bring greater work/life balance to the faculty and students in the department. Some of the issues related to item #1 are related to this issue, but there may be other potential ways to address this outside of that particular context as well. This process should occur concurrently with #1.
3. In relation to keeping a soft cap for admissions of Bio students, because Bio students are easy to get and if university targets are at risk, sciences, business and nursing are where we have surplus of applicants. We need to do an analysis of what our current capacity is (the line over which when crossed triggers additional sections and instructional load) and what resources it would take to handle a move to the next level if that becomes a part of a "stay full" strategy. This analysis should be done after the strategy developed in #1 is identified and implemented.

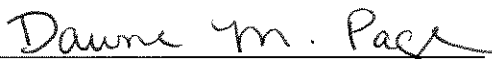
\* Baseline will be based on 16-17 numbers recalibrated to account for correct loading policies and any changes for unfunded load already implemented.

Agreement:

The Provost and the Biology Department mutually agree to pursue these recommendations for the Biology Department. The Provost will provide material and administrative support for the actions taken as the result of the recommendations provided that the Biology Department makes satisfactory annual progress on the initiatives. The Biology Department will carry out these actions and submit annual report of progress.

Signed:

  
Kerry Fulcher, Ph.D., Provost

  
Dawne Page, Ph.D., Chair, Biology

