

**Program Review Memorandum of Understanding
LJWL DEPARTMENT
July 2017**

Plan for Improvement: Recommendations from the Program Review:

- I. Develop alumni advisory boards for all major programs.
- II. Work with the Dean of Arts and Humanities to strengthen the Spanish and French programs.
- III. Continue to gather information (including relevant employment information) about graduates of all programs.
- IV. Solidify the merge of the Journalism and Broadcast Journalism programs into a Multimedia Journalism program.

Action Steps for Implementing Improvements:

- I. Develop alumni advisory boards for all major programs.**
 - A. Determine how many distinct advisory groups are needed to give adequate guidance and feedback for the LJML majors and form the groups.
 - B. Identify potential advisory board members for all major programs (Fall semester 2017)
 - C. Form advisory boards and design a review process (Spring semester 2018)
 - D. Hold meetings (either face-to-face, via email, or via videoconferencing) of all advisory boards (Spring semester 2018)

- II. Work with the Dean of Arts and Humanities to strengthen the Spanish and French programs.**
 - A. Complete the APC and faculty approval process for the addition of a French Language Certificate (Spring 2017--Completed)
 - B. Complete the APC and faculty approval process for modifications to the Spanish program (Fall 2017) such as:
 1. Make modifications to the introductory Spanish sequence to incorporate an emphasis on greater communicative skills (Fall 2016-Spring 2017). This includes changing the name of the first course of "Intermediate" to "Conversation" in order to promote continuation of language study (2017-2018)
 2. The addition of a Spanish Language Certificate (2017-2018)
 3. Offer SPA 320 as a cross-listed course in the Literature and English Education programs (Fall 2016)
 4. Add two units to the capstone course—SPA 485 (2017-2018)
 5. Explore the possibility of developing a Spanish Education program (Summer 2017)
 6. Consider hiring a consultant through the MLA for assistance and advice on how to invigorate the program
 7. Work with the dean to develop a strategy for hiring at least one additional full-time faculty member through Part-time position conversions.
 8. Explore potential programs within the university to develop blended or double major partnerships.

- III. Continue to gather information (including relevant employment information) about graduates of all programs.**
 - A. Review current spreadsheet to remove extraneous information (Fall 2017)
 - B. Restructure current spreadsheet to more clearly highlight employment information (Spring 2018)

- C. Continue to gather information about alumni (Ongoing)
- IV. Solidify the merge of the Journalism and Broadcast Journalism programs into a Multimedia Journalism program.**
 - A. Gain APC and Faculty approval for the restructuring of the programs (Spring 2017—Completed)
 - B. Inform Admissions staff of the changes so clear information can be given to incoming students (Spring 2017—Completed)
 - C. Introduce program to incoming Multimedia Journalism students at NSO (Fall 2017)
 - D. Clearly advise students in the current Journalism and Broadcast Journalism programs so their graduation is not delayed (Fall 2017 through Spring 2020)
 - E. Monitor enrollments in all JRN courses to ensure that the appropriate number of sections of all courses are being offered (Ongoing)

Assessment Measures:

- I. Develop alumni advisory boards for all major programs.**
 - A. Desired Outcome: All major programs in the department have access to a relevant advisory board in no later than the 2018-19 academic year.
 - B. Assessment: The next LJML self-study document will include input from alumni from all major programs.
- II. Work with the Dean of Arts and Humanities to strengthen the Spanish and French programs.**
 - A. Desired Outcome: The Spanish and French programs will be vibrant and include certificate programs and minors to accompany the major programs.
 - B. Assessment: SPA and FRE courses will be enrolled at sustainable levels (especially in the intermediate sequences and upper division) within three years. Enrollment targets for each language program have been set to ensure progress is being made (see below)
- III. Continue to gather information (including relevant employment information) about graduates of all programs.**
 - A. Desired Outcome: The next LJML self-study will include feedback from alumni advisory boards from all programs including relevant employment information.
 - B. Assessment: The next LJML self-study actually contains information from alumni in all programs.
- IV. Solidify the merge of the Journalism and Broadcast Journalism programs into a Multimedia Journalism program.**
 - A. Desired Outcome: The desired outcome will be that the new Multimedia Journalism program enrolls at least as many students as are currently enrolled in the two programs. According to the data currently available through the Student Success Collaborative, Spring 2017 enrollments show 29 Journalism majors and 14 Broadcast Journalism majors.
 - B. Assessment: At the time of the next LJML self-study, at least 43 majors will be enrolled in the Multimedia Journalism program.

Financial Implications of the Action Steps:

The action steps contain no financial implications beyond the normal costs of operating the department.

Areas of Accountability:

The LJML department will work with their Dean to develop and implement strategies to reverse the declining enrollment trends for some of their majors. Specific enrollment targets for the language programs need to be met over the next three years in order to prove the sustainability of these current programs as distinct majors. Each program will be reevaluated during the 20-21 academic year for progress towards the established goals, providing another decision point.

1. Spanish: The initial sustainability target for a viable Spanish program is an enrollment approaching twenty by the 20-21 academic year.
2. French: The initial sustainability target for a viable French program is an enrollment approaching ten by the 20-21 academic year.

These targets represent a small increase from the enrollment levels present when the prioritization process identified language programs as being at risk of sustainability. It is in the best interest of the department and the university to have a vibrant and healthy language program for our students and these enrollment targets set the minimum (Spanish) or interim (French) thresholds for moving towards this at the Major level. The administration is poised to come alongside of the department to help achieve these goals provided the unit is able to come up with a compelling plan that involves curricular and recruitment strategies to increase interest in the language programs. Administrative support includes committing to hire an outside consultant and devote significant administrative time from the Dean to support the efforts.

Agreement:

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

Signed:

Kerry Fulcher, Provost

Jim Daichendt, Dean of the Colleges

Carol Blessing, Chair of LJML