



# MEMORANDUM

Office of the Dean and Vice Provost  
Undergraduate Education  
College of Letters and Science  
2300 Murphy Hall  
143801

March 5, 2018

To: Beth Lazazzera, Chair, Undergraduate Council  
Julio Vergara, Chair, Graduate Council

From: Patricia A. Turner, Dean and Vice Provost, Undergraduate Education  
Accreditation Liaison Officer for UCLA

Re: Course-Level Learning Outcomes through CIMS for Graduate and Undergraduate Courses

---

I would like to thank both Councils for reviewing and approving the request to collect course-level learning outcomes through the Course Inventory Management System (CIMS). I am grateful that all of the Faculty Executive Committees were given an opportunity to review the request and to provide feedback.

I have reviewed the concerns raised by the Graduate Council and am committed to eliminating any confusion about the term learning ‘outcomes.’ My staff and I will work with each of the Faculty Executive Committees and our colleagues in the Registrar’s Office to amend the language so that ‘learning objectives/competencies’ are requested during the approval process for all new course and course revision proposals.

If there are other steps that we can take to alleviate concern, please do not hesitate to contact me.

cc: Estrella Arciba, Committee Analyst, Graduate Council  
Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives  
Robin Garrell, Dean and Vice Provost, Graduate Division  
Claire McCluskey, Associate Registrar, Registrar’s Office  
Linda Mohr, Chief Administrative Officer, Academic Senate  
Kelly Wahl, Director, Statistical Analysis and Assessment Coordinator,  
Division of Undergraduate Education  
Eric Wells, Committee Analyst, Undergraduate Council  
Mitsue Yokota, Director, Curricular Initiatives

March 1, 2018

**In Re: Request to Collect Course-Level Learning Outcomes through CIMS for Graduate and Undergraduate Courses**

Dear Dean Turner:

On behalf of the Undergraduate and Graduate Councils, we are writing to inform you that the proposal to collect course-level learning outcomes through the Course Inventory Management System (CIMS) for undergraduate and graduate courses has been approved. The proposal was unanimously approved by the Undergraduate Council on January 12, 2018; and approved by the Graduate Council on February 16, 2018.

While the proposal was approved, some members of the Graduate Council expressed concerns regarding the use of the term learning 'outcomes.' Members believe that use of the term learning 'outcomes' implies that an assessment of a course has already taken place at the individual course-level, which is not the case for newly proposed or revised courses. Moving forward, they believe that clarification of the term 'outcomes' or perhaps using 'objectives' or 'competencies' would be more appropriate.

If you have any questions or need additional information, please contact Undergraduate Council Analyst, Eric Wells, at [ewells@senate.ucla.edu](mailto:ewells@senate.ucla.edu) or Graduate Council Analyst, Estrella Arciba, at [earciba@senate.ucla.edu](mailto:earciba@senate.ucla.edu).

Sincerely,



Julio Vergara  
Chair, Graduate Council



Beth Lazizzera  
Chair, Undergraduate Council

cc: Estrella Arciba, Analyst, Graduate Council  
Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives  
April de Stefano, Assistant Dean-Academic Services, Graduate Division  
Robin Garrell, Dean and Vice Provost, Graduate Division/Graduate Education  
Blake Livesay, Senior Editor, Registrar's Office  
Claire McCluskey, Associate Registrar, Registrar's Office  
Linda Mohr, Chief Administrative Officer, Academic Senate  
Frank Wada, University Registrar  
Kelly Wahl, Assessment Coordinator, Division of Undergraduate Education  
Eric Wells, Analyst, Undergraduate Council  
Mitsue Yokota, Executive Coordinator, College Faculty Executive Committee

November 2, 2017

TO: Alon Avidan  
Chair, David Geffen School of Medicine FEC

Evelyn Blumenberg  
Chair, Luskin School of Public Affairs FEC

John Caldwell  
Chair, School of Theater, Film, and Television FEC

Lily Chen-Hafteck  
Chair, Herb Alpert School of Music FEC

Jeffrey Eldredge  
Chair, Henry Samulei School of Engineering and Applied Sciences FEC

Deborah Glik  
Chair, Fielding School of Public Health FEC

Carole Goldberg  
Chair, School of Law FEC

Carla Hayn  
Chair, Anderson School of Management FEC

Jose-Felipe Martinez-Fernandez  
Chair, Graduate School of Education and Information Studies FEC

Ichiro Nishimura  
Chair, School of Dentistry FEC

Aaron Tornell  
Chair, College of Letters and Science FEC

Victoria Vesna  
Chair, School of Arts and Architecture

**Re: Request to Collect Course-Level Learning Outcomes through CIMS for Graduate and Undergraduate Courses**

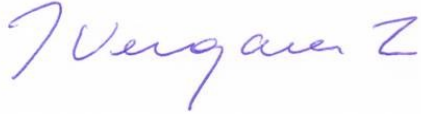
Dear Colleagues:

The Graduate and Undergraduate Council have received a proposal from Dean/Vice Provost Patricia Turner, who also serves as the university's Accreditation Liaison Officer, to have departments provide course-level learning outcomes for all new (and revised) graduate and undergraduate courses via UCLA's Course Inventory Management System (CIMS).

As each Faculty Executive Committee also plays a critical role in reviewing and approving courses, the Graduate and Undergraduate Councils are inviting each FEC to opine on the issue before making a final determination on the proposal. We kindly ask that you provide any feedback regarding the proposal to us by Friday, December 8, 2017.

If you have any questions or require any additional information, please feel free to contact us via Graduate Council Analyst, Estrella Arciba, at [earciba@senate.ucla.edu](mailto:earciba@senate.ucla.edu) and Undergraduate Council Analyst, Eric Wells, at [ewells@senate.ucla.edu](mailto:ewells@senate.ucla.edu).

Sincerely,



Julio Vergara, Chair  
Graduate Council



Beth Lazazzera, Chair  
Undergraduate Council

cc: Estrella Arciba, Graduate Council Analyst, Academic Senate  
Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives  
Claire McCluskey, Associate Registrar, Registrar's Office  
Linda Mohr, Chief Administrative Officer, Academic Senate  
Kelly Wahl, Director, Statistical Analysis, Academic Planning and Budget;  
Assessment Coordinator, Division of Undergraduate Education  
Patricia Turner, Dean/Vice Provost of Undergraduate Education  
Eric Wells, Committee Analyst, Undergraduate Council  
Mitsue Yokota, Director, Curricular Initiatives



# MEMORANDUM

Office of the Dean and Vice Provost  
Undergraduate Education  
College of Letters and Science  
2300 Murphy Hall  
143801

October 18, 2017

To: Beth Lazazzera, Chair, Undergraduate Council  
Julio Vergara, Chair, Graduate Council

From: Patricia A. Turner, Dean and Vice Provost, Undergraduate Education  
Accreditation Liaison Officer for UCLA

A handwritten signature in black ink, reading "Patricia A. Turner".

Re: Request to Collect Course-Level Learning Outcomes through CIMS for Graduate and Undergraduate Courses

---

In my capacity as Accreditation Liaison Officer for UCLA's reaffirmation of accreditation through the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC), I submit the following request to have departments provide course-level learning outcomes for all new graduate and undergraduate courses and all course revisions.

In 2010, the Academic Senate and the Division of Undergraduate Education embarked on an initiative to incorporate new outcomes-based approaches in our efforts to evaluate the educational effectiveness of undergraduate programs. Working with departments, the faculty responsible for the curriculum articulated learning objectives for all undergraduate majors. Those learning outcomes were collected and are available on the Learning Outcomes website: <http://www.learningoutcomes.ucla.edu/>. Additionally, as part of the Academic Senate Program Review process, each department is asked to include an assessment plan and findings from those assessments as part of their self-review report.

This process of developing and sharing program-level learning outcomes has offered a structure for engaging faculty in meaningful dialogue about assessing learning and enhancing educational effectiveness. Based on the current Handbook of Accreditation by WSCUC, all institutions "must demonstrate that they are in substantial compliance with four Standards and related Criteria for Review" in order to become and remain accredited. One of the Criteria for Review (2.3) states, "The institution's student learning outcomes and standards of performance are clearly stated at the course, program, and as appropriate, institutional level. These outcomes and standards are reflected in academic programs, policies, and curricula, and are aligned with advisement, library, and information technology resources, and the wider learning environment."

Most of our faculty are already engaging in these practices by listing course expectations for students in their syllabi, whether the courses are at the graduate or undergraduate level. I am requesting that we formally collect course-level learning outcomes through the Course Inventory Management System (CIMS), which is used for the creation and revision of all courses at UCLA. Staff processing the CIMS actions will not evaluate the learning outcomes; they will simply assure that the information has been included in the submission. My staff can provide support and guidance to departments requesting

assistance in the formulation of both graduate and undergraduate course-level learning outcomes for submission.

Thank you for your time and attention to this matter. My staff and I are available to meet with both Councils to address any questions or concerns you might have regarding this request.

cc:

Estrella Arciba, Committee Analyst, Graduate Council  
Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives  
Claire McCluskey, Associate Registrar, Registrar's Office  
Linda Mohr, Chief Administrative Officer, Academic Senate  
Kelly Wahl, Director, Statistical Analysis, Academic Planning and Budget  
Assessment Coordinator, Division of Undergraduate Education  
Eric Wells, Committee Analyst, Undergraduate Council  
Mitsue Yokota, Director, Curricular Initiatives