

Evaluation of the fulfillment of the Associate of Arts Oregon Transfer degree Cultural Literacy Requirement at Umpqua Community College.

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A report submitted to:

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May 2012

Executive Summary

On March 5, 2012, an evaluation was initiated to determine how well Umpqua Community College (UCC) is fulfilling the Associate of Arts Transfer (AAOT) cultural literacy (CL) requirements. UCC is committed to offering more transfer opportunities to its students. A three credit cultural literacy course is required in order for students to meet the AAOT graduation requirements. Course outlines are used to determine which courses met the CL requirements. Since course outlines are the documents on record as describing what topics are covered in a course, a document analysis was done. This analysis was supported by a faculty survey. The evaluation focused on the current AAOT discipline studies courses indicated in the UCC 2011-2012 catalog. The catalog is used to advise students on AAOT requirements and is considered to be accurate. In addition, a cursory assessment was made to determine the accessibility of course information pertaining to the cultural literacy requirements. The processes involved in establishing a cultural literacy course were also examined.

It was determined 43 courses meet the CL criteria. However, none of those courses listed indicated the required outcome approved the adoption by the Oregon Joint Boards of Education (OJBE). The 2011-2012 UCC catalog designated 37 courses meeting the CL requirements. Yet, course outlines for four of those courses did not support this designation. Of the AAOT courses listed in the catalog, 21 were indicated on the statewide AAOT list of courses meeting the CL requirements. However, course outlines for six of those courses did not meet the criteria. A survey sample of faculty resulted in the identification of courses meeting the CL criteria that were not listed in the catalog's list of AAOT discipline studies courses. The survey also revealed some faculty are not aware of the CL requirements. Yet, faculty are relied upon to indicate if courses meet the CL requirements. It was found the new course and course revision forms did not have a place to make a CL designation nor had any reference to the CL criteria. This evaluation also found access to courses outlines or syllabi to be limited. While an electronic form of the catalog is located on the UCC website, course outlines or syllabi were not. Course outlines had to be access from a secure server and many course outlines were unavailable.

While about 25 percent of the courses on AAOT discipline studies list in the catalog meet the criteria for cultural literacy, it is clear UCC has the potential of offering more CL courses and transfer opportunities to its students. Improvements can be made in the processes for establishing CL courses and the accessibility of course information to students, faculty, and staff. These improvements will complement UCC's mission and goals to expand student opportunities and enhance the cultural wellbeing of the community.

Introduction

Umpqua Community College (UCC) offers an Associate of Arts Transfer (AAOT) degree. The AAOT program is established for students in the Oregon community college system planning to transfer to the Oregon University System (OUS). Any students obtaining the AAOT degree recognized on an official college transcript will have met the lower division general education requirements of baccalaureate degree programs of any institution in the OUS and be able to enter those programs at junior status. Students must have a minimum of 90 credits and a minimum accumulative GPA of 2.0 at the time the AAOT degree is awarded. As of 2011, a cultural literacy (CL) course with a minimum of three credits is required.

A cultural literacy course meets the following criteria:

1. Explore how culturally-based assumptions influence perceptions, behaviors, and policies.
2. Examine the historical bases and evolution of diverse cultural ideas, behaviors, and issues.

Each course may also do one or more of the following:

- Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.
- Investigate how discrimination arises from culturally defined meanings attributed to difference.
- Analyze how social institutions perpetuate systems of privilege and discrimination.
- Explore social constructs in terms of power relationships.

The Oregon Joint Boards of Education indicates the following outcome should be included in each course meeting the AAOT cultural literacy criteria:

- As a result of taking a designated Cultural Literacy course, learners would be able to: Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

It is part of UCC's mission and goals to expand opportunities for post-secondary transfer students as well as to enhance the cultural wellbeing of its students and the community. In addition, UCC's current master plan includes expanding awareness of student opportunities and offering a balance of programs through the implementation of a comprehensive program analysis and review process.

This report is intended to indicate how well UCC has fulfilled the AAOT cultural literacy requirement in order to offer more transfer opportunities to its students. It is intended to identify AAOT courses that meet the criteria for cultural literacy as well as courses for potential cultural literacy review. Since the UCC catalog is the source used to identify AAOT courses and those that meet the cultural literacy requirement, an evaluation of the 2011- 2012 catalog was performed. In addition, a cursory assessment was made to determine the accessibility of course information pertaining to the cultural literacy requirements.

Course outlines were used to compare the curriculum with the cultural literacy requirements. Course outlines are the official document outlining the curriculum approved by the UCC

curriculum committee. For clarification, a survey was conducted of a sample of educators who teach courses meeting the criteria. A brief review of the process of creating or modifying a course to meet the cultural literacy requirements was also done.

This evaluation will provide discussion and recommendations regarding AAOT Cultural Literacy at UCC. The discussion will address the process of establishing CL courses and making information about CL available to students, faculty, and advisors. Additionally, the evaluation will indicate recommended areas where consideration should be given to current UCC courses.

Description

This evaluation is intended to be used by the Director of Curriculum and Distance Education, the Curriculum Committee, and the Instructional Council. The intent of the evaluation is to determine how well UCC fulfills the AAOT cultural literacy requirements by:

1. Identifying courses that meet or have the potential of meeting the AAOT cultural literacy requirements.
2. Evaluating the accuracy of the UCC 2011-2012 catalog as it pertains to indicating course that meet the cultural literacy requirements.
3. Reviewing the current process for establishing cultural literacy courses.
4. Reviewing the accessibility to information regarding AAOT cultural literacy requirements.

In addition, the intent of the evaluation is to make recommendations for ways to expand student transfer opportunities by offering more AAOT courses that meet the CL requirements. It is also intended to expand awareness of the cultural literacy requirements to students, faculty and advisors.

Current processes

When a new course is to be created or revised, faculty submit a new course or course revision form to the Curriculum Committee for review. Faculty are responsible for indicating if the new course or the revision meets the AAOT cultural literacy requirements. The current forms do not have a specific place to indicate this. Once the Curriculum Committee reviews and approves the form, it is submitted to the Instructional Council for final review and approval. It is unclear how faculty members are and were informed of the CL requirements, but it is evident the some information was provided to faculty around the time of adoption.

When a student is being advised on AAOT discipline requirements, advisors use the UCC catalog as source for this information. Students have access to catalog through print and electronic form on the UCC website. Course outlines/syllabi are not available on UCC website.

Methods

Lorrie Ranck, Director of Curriculum and Distance Education, assisted in clarification of administrative procedures and acted as point person for this assessment. This assessment will be submitted to her. Kathy Thomason, Network Manager, provided access to the network drive and folders containing the course outlines. Mandie Pritchard, Director of Counseling and Advising, confirmed the UCC catalog was the source used for advising students on AAOT requirements.

Document Analysis

A document review was performed on the AAOT guidelines provided by the Oregon Department of Community Colleges and Workforce Development (CCWD). This was to verify the discipline studies requirements for AAOT and cultural literacy. The supporting web document link: http://www.ous.edu/sites/default/files/state_board/meeting/dockets/ddoc091123-UEE5.pdf

A document review was performed on the January 7, 2010 meeting brief of the Oregon Joint Boards of Education where the cultural literacy requirement was adopted. This was used to identify the established and approved outcomes and criteria for the transferable general education courses in Oregon. More specifically, the language for the CL outcomes and criteria is contained in this document and it was used for the document analysis of UCC course outlines. Miscellaneous administrative documents leading up to the final CL requirements were also reviewed. One of these documents located in Appendix B. A document review was also performed on the UCC new course approval form and the course revision form to determine if the forms identified whether the cultural literacy requirement were met.

A cursory review of the UCC website was performed to determine the accessibility of information and materials relating to the AAOT cultural literacy requirements. Specific attention was given to navigation, content, and the on-site search results relating to cultural literacy.

A document analysis was performed on the UCC 2011-2012 catalog in areas pertaining to AAOT. This was done to establish the scope of the course outline review as well as identify any gaps between AAOT standards and what was indicated in the catalog. The catalog is the source used by students, faculty, and advisors when determining course requirements and fulfilling the statewide criteria for cultural literacy.

A document analysis was performed on the course outlines for courses identified in the UCC 2011-2012 catalog as being approved for discipline studies requirements for AAOT degree. These disciplines of study included Arts and Letters, Social Sciences, and Human Relations. The course outlines were evaluated to determine if they met the criteria for CL as well as indicated the learner outcomes specified by the AAOT and OJBE. Special attention was given to whether the course was or was not indicated in the UCC catalog as meeting the CL requirements. The revision date of the course outlines was also noted. Some course outlines were not available. In this case, catalog course descriptions were evaluated.

Faculty Survey

A survey (Appendix A) of a small representative sample was conducted with UCC faculty who teach CL courses under the approved discipline studies listing for AAOT. The purpose of the survey was to gain faculty input on courses meeting CL criteria. The survey was sent via email to maximize the response percentage. Faculty were presented with the CL criteria and were asked if they were aware of the AAOT cultural literacy requirement. One faculty member attached a preliminary May, 2009 draft of the requirements in a response email. (Appendix B) The wording is similar, but not exactly the same as the requirements approved by the OJBE. Words like “may,” “would,” and “should” are the only discernible differences. Faculty were also asked if, given the CL criteria, how applicable it was toward their courses and which ones.

Results

Catalog Findings

The UCC 2011-2012 catalog indicated 167 courses under approved discipline studies listing for AAOT. Table A will detail findings related to CL by course. Table B will summarize these findings. Of the courses that are listed in the UCC catalog, 21 of them are included in the statewide list of AAOT CL courses. However, six of these courses did not appear to meet the CL criteria based on their UCC course outlines. Those courses are ENG 107, ENG 108, SP 111, SP 112, SP 219, and SOC 225. An instructor for SOC 225 indicated the course does meet the criteria.

Thirty seven courses are indicated in the UCC 2011-2012 catalog as meeting the CL criteria. Based on the evaluation of course outlines, four of those courses do not meet the criteria for cultural literacy. Those courses are ART 221, J 211, PSY 201, and PSY 202. An instructor confirmed ART 221 was a misprint and should not be indicated as meeting the CL criteria. Based on input derived from the faculty survey, seven courses meet the CL criteria, but are not indicated in the approved discipline studies listing for AAOT. Those courses are ART 210, ART 216, ART 217, BA 165, SP 237 SDP 113, and HS 267. Overall 43 courses were found to meet the AAOT CL requirement base on the review of the faculty survey and the course outline document analysis.

Table A

AAOT CL Catalog Course List

Course	AAOT Indicated	UCC Indicated	Meets Criteria	Outline Date	Notes
ART 204		X	X	2004	
ART 205			X	2004	
ART 206			X	2004	
ART 210			X	No Outline	Not in Catalog, but instructor says meets criteria
ART 216			X	No Outline	Not in Catalog, but instructor says meets criteria
ART 217			X	No Outline	Not in Catalog, but instructor says meets criteria
ART 221		X		2009	Instructor says does not meet criteria
ENG 104		X	X	2005	
ENG 105		X	X	2005	
ENG 106		X	X	2005	
ENG 107	X			No Outline	
ENG 108	X			No Outline	
ENG 109	X	X	X	No Outline	
ENG 204	X		X	2005	
ENG 205	X		X	2005	
ENG 206	X		X	2005	
ENG 253		X	X	2005	
ENG 254		X	X	2005	
ENG 255		X	X	2005	
ENG 288		X	X	No Outline	
FR 201		X	X	No Outline	
FR 202		X	X	No Outline	
FR 203		X	X	No Outline	
SPAN 201	X	X	X	No Outline	
SPAN 202	X	X	X	No Outline	
SPAN 203	X	X	X	No Outline	
SP 111	X			2004	
SP 112	X			2004	
SP 218		X	X	2004	
SP 219	X			2004	
SP 237			X	2011	Not in Catalog, but instructor says meets criteria

ANTH 221		X	X	2004	
ANTH 222		X	X	2004	
ANTH 223		X	X	2004	
CJ 114		X	X	2012	
ECON 115				2003	Instructor says might meet criteria
HS 267			X	2012	Not in Catalog, but instructor says meets criteria
HST 104	X	X	X	No Outline	
HST 105	X	X	X	No Outline	
HST 106	X	X	X	No Outline	
HST 201	X	X	X	No Outline	
HST 202	X	X	X	No Outline	
HST 203	X	X	X	No Outline	
J 211		X		2004	
PS 201		X	X	No Outline	
PS 202		X	X	No Outline	
PSY 201		X		2004	
PSY 202		X		2004	
PSY 203		X	X	2004	
SOC 204	X	X	X	2003	
SOC 205	X	X	X	2003	
SOC 213		X	X	2003	
SOC 225	X			2004	Instructor says might meet criteria
SDP 113				2012	Instructor says might meet criteria
SP 218		X	X	2004	
BA165				2003	Instructor says meet criteria
Total	21	37	43		

Survey Findings

A sample survey was taken of 10 UCC faculty who teach CL courses under the approved discipline studies listing for AAOT. Seven faculty members responded. Six out of the seven faculty members indicated they were aware of the CL requirement for AAOT. As previously mentioned, faculty members indicated seven courses meeting the CL criteria that were not indicated in the catalog. In addition, it was noted three second-year German classes (GER ***) appeared in the catalog, which would likely meet the CL criteria, were no longer taught.

Documentation Findings

The course outlines were not available from the UCC website. In fact, many course outlines were not available on the file server. The outlines were created using a variety of formats indicating a standard format has not been followed. The revision dates ranged from 2003 to 2012. Some course outlines did not list the topics covered by week or module. Out of the 43 courses meeting the CL criteria, none of the courses outlines indicated the student outcome designated by the AAOT. The UCC new course approval form and the course revision form do not appear to have a way to designate whether a course meets the requirements for cultural literacy.

Table B

Summary Table

Condition	Amount
Courses that meets CL criteria	43
Courses indicated in UCC catalog	37
Courses indicated by Statewide AAOT	21
Courses indicated in UCC Catalog, but not meeting CL criteria	4
Courses indicated by Statewide AAOT, but not meeting CL criteria	6
Courses with AAOT Outcome indicated on course outline	0

Discussion

The purpose of the evaluation was to determine how well UCC fulfills the AAOT cultural literacy requirements. It was determined UCC has the potential of offering more options for AAOT students than is currently available. A little over 25 percent of the courses evaluated meet the CL criteria. In addition, the findings of this evaluation have led to the following discussions and recommendations. These discussions and recommendations are numbered for reference purposes only.

General Discussions and Recommendation

1. The Oregon Joint Boards of Education (OJBE) approved the adoption of outcomes and criteria for transferable general education course in November of 2009. It specifically stated the following for the AAOT cultural literacy requirements: “Cultural Literacy outcomes will be included in courses that meet the outcomes and criteria of a Discipline Studies requirement.” The outcome is: “As a result of taking a designated Cultural Literacy course, learners would be able to: Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.” Currently, none of the UCC courses meeting the CL criteria include this outcome. It is recommended that consideration be given to including this outcome in courses meeting the CL criteria.
2. It was determined not every faculty member was aware of the CL requirements. It was also determined there was no place to designate a course as meeting the CL requirements on the new course or revision forms. It is recommended that consideration be given to one or more of the following:
 - The CL requirements should be communicated periodically to faculty members through specific training or correspondence.
 - The CL requirements should be indicated on the new course and revision forms with a place for designation on the forms.
 - The Curriculum Committee should determine and designate courses that meet the CL requirements.
3. Course outlines are the documents on record describing what is covered in each course and were the documents compared to the criteria for cultural literacy. The outlines were created using a variety formats indicating a standard format has not been followed. Also, the revision dates ranged from 2003 to 2012. Many course outlines were not available. From these observations, it is recommended a clear and periodic process be considered for reviewing course outlines. It is also recommended college wide standards be established for the creation and revision of course outlines. A standard format or template might be an option. In addition, it is recommended all of these documents be stored in at least one accessible location.
4. It was determined only an electronic version of the college catalog yielded any information about CL after UCC website search was performed. In addition, no course outlines or syllabi were available on the website. It is recommended the UCC website be assessed for accessibility of this information.

Table A Discussions and Recommendation

Courses mentioned in the discussions below are indicated in grey on table A.

1. It was determined there are discrepancies between four courses indicated as meeting the CL criteria in the 2011-2012 UCC catalog and those that actually meet the criteria. It is recommended these courses be reviewed to determine if the course outlines describe what is actually being covered in the course. If the instruction does meet the CL criteria, then it is recommended the course outlines be modified to reflect that.
2. It was determined there are six courses in the catalog AAOT designated on the statewide AAOT list as meeting the CL criteria, but did not meet the criteria according to a review of the course outlines. It is recommended a review of these courses and outlines be made to investigate the discrepancy with other colleges in the State.
3. Based on input derived from the faculty survey, seven courses meet the CL criteria, but are not indicated in the approved discipline studies listing for AAOT. With a 70 percent survey response rate by faculty, it is possible more courses may meet the criteria, but are not indicated in the approved discipline studies listing for AAOT. It is recommended these courses be reviewed for AAOT and cultural literacy designation. In addition, it was noted three second-year German classes (GER ***) appeared in the catalog, which would likely meet the CL criteria, were no longer taught. It is recommended this be verified and these courses be omitted from the next catalog.

Appendices

Appendix A

Faculty Survey Email

April 2, 2012

Hi,

I hope you all had a great spring break.

I have been a part time faculty member for the last three years and I am also a graduate student at Boise State University. As part of a school project, I have been working with Lorrie Ranck to review our course catalog to help UCC offer more opportunities to our transfer students. Specifically, I am evaluating how well we fulfill the AAOT cultural literacy requirement.

AAOT requires that at least one cultural literacy course be taken by transferring students. The AAOT has set the following criteria for a course to be established as meeting the cultural literacy requirement:

1. Explore how culturally-based assumptions influence perceptions, behaviors, and policies.
2. Examine the historical basis and evolution of diverse cultural ideas, behaviors, and issues.

Each course may also do one or more of the following:

- Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.
- Investigate how discrimination arises from culturally defined meanings attributed to difference.
- Analyze how social institutions perpetuate systems of privilege and discrimination.
- Explore social constructs in terms of power relationships.

Since you teach or are involved in one or more of the courses that may meet these criteria, I wanted to get your thoughts in order to help me with my evaluation.

1. Were you aware of the AAOT cultural literacy requirement?
2. Given the criteria above, how applicable do you feel it is toward your courses? Which ones? (Course numbers are helpful)

I am also working on a deadline, so your timely response is appreciated.

Thanks,

Matt Goff
Business Adjunct

Appendix B

Draft of CL Outcome and Criteria

May 29, 2009

TO: CIA Members
 FR: Cultural Literacy Task Force: Convener, Maureen McGlynn – Chemeketa; Patricia Antoine - Chemeketa; Javier Ayala – Umpqua; Keely Baca – Tillamook Bay CC; Larry Cheyne – CCWD; Andrew Cohen – Portland; Susie Cousar – Lane; Amy Harper – Central Oregon; Mark Harris – Lane; Susan Lewis – Columbia Gorge
 RE: Cultural Literacy Outcome and Criteria

Summary

On May 29, 2009, the Cultural Literacy Task Force met at Chemeketa Community College to develop a final draft of the Cultural Literacy Outcome and Criteria for the revised AAOT degree. The group was comprised of members representing both large and small institutions, rural and urban, and most importantly, at different stages in the pursuit of cultural competency. The outcome and criteria were crafted using the material developed from the original Cultural Literacy Summit (January 2009) and with the understanding of the embedded nature of the requirement. Criteria were developed using the Arts and Letters model. The task force respectfully submits this draft for CIA review and further recommendation to the Joint Boards Articulation Commission.

Cultural Literacy

Cultural Literacy is included in the AAOT through embedding the appropriate content in courses that count toward Discipline Studies. Colleges will designate courses that do so.

Outcome

As a result of taking a designated Cultural Literacy course, learners should be able to:
 Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Criteria

A course with the Cultural Literacy designation will:

1. Explore how culturally-based assumptions influence perceptions, behaviors and policies.
2. Examine the historical bases and evolution of diverse cultural ideas, behaviors, and issues.
3. Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.

Each course should also do one of the following:

- Empower individuals to impact inequity through knowledge of how discrimination arises from culturally defined meanings attributed to difference.
- Analyze how social institutions perpetuate systems of privilege and discrimination.
- Explore social constructs in terms of power relationships.