Dear CSUSB Faculty Team,

I am writing to you to let you know that the full-time tenure/tenure-track faculty of our department have approved an Instructor Pack, for all faculty that teach in the Department of Art & Design at CSUSB.

This pack contains a template syllabus, sample grading rubrics and a guide on how to create great grading rubrics, as well as the program learning outcomes tables for each of our new degree programs.

We would like you to follow the **template syllabus** when writing/designing your syllabus/syllabi for the course(s) that you will teach for us. In this template syllabus you will see various elements that the campus requires be on all syllabi, as well as other elements that are more specific to our department. There are also guidance notes in blue type throughout, to help and support you in creating really solid, cohesive, and clearly communicative syllabi.

The **sample grading rubrics** are included in this instructor pack to give you some framework within which to work when creating your own grading rubrics both for the course(s) as a whole and for individual assignments. These are especially important in communicating to prospective and current students of your courses what they will be specifically assessed/evaluated on, and the grading rubric must go some way to explaining how the assignments (and how these are assessed/evaluated) relate to the learning outcomes for the course, and therefore also the learning outcomes for the students’ degree programs.

The **guide to creating great rubrics** is very informative. I hope you find it helpful.

The **Program Learning Outcomes tables**, which are specific for each of the new degree programs, contain easy to follow formats to show you what we expect students to be able to do in each of the courses that we offer. You will see in the Excel spread-sheets two tabs/sheets: one which shows how the Program Learning Outcomes relate to the CSUSB Institutional Learning Outcomes; and in the other sheet which courses need to deliver which Program Learning Outcomes.

Not all courses need to cover/deliver all the learning outcomes for a program, and you will find which ones go with which courses (i.e. which ones your course must deliver) by referring to these tables.

You must list the Program Learning Outcomes (PLOs) at the start of your syllabus (*see template syllabus*), but you should also consider translating these PLOs into CLOs (Course Learning Outcomes – *sometimes known as SLOs, Student Learning Outcomes*) and list these underneath the PLOs on your syllabus. Your translation can use the language of the PLOs as a basis for describing more specifically what students are expected - and can expect - to learn (i.e. be able to do) after having taken your course, so you’ll want to use terminology appropriate to the specific subject that you are teaching.

Also, the **assignment descriptions for coursework** should also include some explanation of how each assignment contributes to the course learning outcomes.

And, finally, your grading rubric for these assignments should also bear a clear relation to the learning outcomes as well.

By ensuring that these elements of our syllabi join up in this way, we help to ensure that we are communicating with students more clearly the cohesion across our courses, as well as how the learning in specific courses relates to the students’ overall learning journey in their degree programs.

I hope you find these documents helpful and supportive of your work in our department. It is important that we all work within a common framework such as this for the benefit of our students, which will also create greater parity and better understanding of what is expected of our students. The common framework is also very important for the accreditation of our degree programs by NASAD (The National Association of Schools of Art & Design), and WASC (The Western Association of Schools and Colleges), to help ensure consistency, fairness and equity across all of our offerings to our students.

Please feel free to ask me any questions about any of this.

With very best wishes,

Matthew