

**SAN FRANCISCO STATE UNIVERSITY
UNIVERSITY ACADEMIC ASSESSMENT ADVISORY COMMITTEE (UAAAC)
ANNUAL REPORT 2016-2017**

I. Executive Summary:

The University Academic Assessment Advisory Committee was established by Academic Senate Policy #S99-206 on April 27, 1999. Therefore, this is the fourteenth year of operation for the committee.

The members are to include:

One faculty representative elected by each of the colleges; one faculty representative elected by the University Library; one faculty representative elected by the Student Services Professionals; The Chair or designee from Academic Program Review Committee, from Curriculum Review and Approval Committee, from the General Education Council, and from the Graduate Council; one graduate student and one undergraduate student as designated by the President of the Associated Students; one representative appointed by the Provost; and the Coordinator of Academic Assessment (ex officio, non-voting).

The committee reviewed and advised the Interim Dean of Undergraduate Studies and Academic Planning on Mission Statements from the following departments (Agendas containing review schedules can be found on the UAAAC iLearn page.):

Fall 2016 & Spring 2017

Broadcast and Electronic Communication Arts (BECA)
Chemistry
Physics
Special Education and Communicative Disorders
Sociology
Child and Adolescent Development
Counseling
Health Education
Kinesiology
Nursing
Public Affairs and Civic Engagement (PACE)
Recreation, Parks, and Tourism (RPT)
Social Work
Cinema

Co-Chairs Collins and Daniels divided the mission statements evenly among committee members and committee members offered suggestions for revisions to the Interim Associate Dean of Undergraduate Education. The committee also discussed with the Interim Dean and Interim Associate Dean of Undergraduate Education and Academic Planning strategies for Information Literacy assessment and other WASC (Western Association of Schools and Colleges) competencies adopted by the CSU.

II. Charge to the Committee:

The charge of the University Academic Assessment Advisory Committee is to provide a channel for communication, advice, and liaison among Academic Affairs, the Academic Senate, and the faculty on academic assessment. For the purposes of this charge, academic assessment is defined as the use of quantitative and qualitative methods and measures to evaluate the process and outcomes of student learning.

III. Activities of the Year:

- By majority vote, and to ensure even distribution of the department mission statements among committee members and thorough review, UAAAC met twice per month on Mondays during Fall 2016 and Spring 2017 semesters.

- *The following was the meeting schedule for the Fall 2016:*

Monday, September 12, 2016, 2:15-3:15 p.m.
Monday, September 26, 2016, 2:15-3:15p.m.
Monday, October 10, 2016, 2:15-3:15p.m.
Monday, October 24, 2016, 2:15-3:15p.m.
Monday, November 7, 2016, 2:15-3:15p.m.
Monday, November 28, 2016, 2:15-3:15p.m.
Monday, December 5, 2016, 2:15-3:15p.m.

- *The following was the meeting schedule for the Spring 2017:*

Monday, February 6, 2017, 2:15-3:15 p.m.
Monday, February 20, 2017, 2:15-3:15p.m.
Monday, March 6, 2017, 2:15-3:15p.m.
Monday, April 3, 2017, 2:15-3:15p.m.
Thursday, April 20, 2017, 2:15-3:15p.m. (Joint meeting with BRC)
Monday, May 1, 2017, 2:15-3:15p.m.

Actions:

- **Elected co-chairs of UAAAC.** Mr. Joseph Daniels, MLIS (J. Paul Leonard Library) and Dr. Robert Keith Collins, PhD (American Indian Studies/COES) were installed as co-chairs at the first meeting.
- **Creation and Usage of the Mission State Evaluation Rubric.** During the fall 2016 semester, committee members modified the assessment report rubric for usage with evaluation of department mission statements in the following areas:

- **Discussion and Peer- Review of Department Mission Statements.** During the fall 2016 and spring 2017 semesters, committee members discussed and offered peer feedback on mission statements according to the mission statement evaluation rubric.
- During the fall 2016 and spring 2017 semesters, UAAAC continued to consult with the Interim Dean and Interim Associate Dean of Undergraduate Education and Academic Planning on how to further a culture of assessment at SF State University.

IV. Agenda for the Coming Year:

- Elect chair of UAAAC at first meeting.
- Co-Chairs or an elected representative should be prepared to attend BRC as a representative from UAAAC.
- Continue to revise and use the iLearn site for committee discussions.
- Continue to offer advice on department mission statements using the newly created evaluation rubric.
- Continue to offer advice on assessment reports using the recently created assessment report evaluation rubric and submission guidelines.
- Continue to discuss and offer advice on the assessment of Information Literacy.
- Develop model assessment plans and templates for assessment components of program review in consultation with the Coordinator of Academic Assessment.
- Consult with the Interim Dean and Interim Associate Dean of Undergraduate Education and Academic Planning and Academic Assessment Coordinator on assessment agenda items for review and the nature of input requested of UAAAC.

V. Signature Page and Roster:

University Academic Assessment Advisory Committee Members forwarding this May 2017 report to the Academic Senate:

Amy Chang, COB, Accounting, 16-18 _____

Robert Keith Collins, (Co-Chair) COES, American Indian Studies, 15-17 _____

Greg Woods, HSS, Criminal Justice, 15-17 _____

Scott Siegel, LCA, International Relations 15-17 _____

Joseph Daniels (Co-Chair), Library, Library, 15-17 _____

Chris Bettinger, Provost Appt., Sociology, 16-18 _____

Jane Dewitt, Coordinator of Academic Assessment _____

Lori Beth Way, Coordinator of Academic Assessment _____

COSE, TBA _____

Erik Rosegard, HSS, Chair of CRAC, _____

GEC Vacant

Education Vacant

Genie Stowers, HSS, Public Administration, Chair of APRC _____

Ellen Hines, COSE, Geography, Graduate Council _____

Assoc. Students Vacant
(grad)

Assoc. Students Vacant
(undergrad)

VI. Regular Meeting Time and Location

Based in a majority vote to ensure through review of mission statements, UAAAC met twice per month – beyond their charge - during the fall and spring semester from 2:15-3:15p.m. in ADM 448. The meeting place is arranged through the office of Lori Beth Way, Interim Dean of Undergraduate Education and Academic Planning.