



ACADEMIC SENATE OFFICE

1600 Holloway Avenue, ADM 551
San Francisco, CA 94132 – 1722

T: 415/338-1264
F: 415/338-3899
senate@sfsu.edu
senate.sfsu.edu

ACADEMIC SENATE POLICY

February 19, 2024

TO: Lynn Mahoney, President
San Francisco State University

FROM: Michael Goldman, Chair
Academic Senate

RE: Senate Policy #S24-206 Revision to S99-206 Policy on the Academic Program Assessment Committee

SOURCE COMMITTEE:
Academic Policies Committee

SENATE ACTION:

At its meeting on Tuesday, February 6, 2024, the Academic Senate passed **Senate Policy # S24-206 Revision to S99-206 Policy on the Academic Program Assessment Committee.**

We solicit your concurrence. Thank You.

ecc: Amy Sueyoshi, Provost and Vice President for Academic Affairs
Lori Beth Way, Vice Provost of Academic Planning and Dean of Undergraduate Education
Academic Affairs Council
Chair of Academic Program Assessment Committee
Deans and Associate Deans

PRESIDENTIAL ACTION

APPROVED:  DocuSigned by:
2FCB50CB2557463... **Date:** 02/20/2024 | 10:54 AM PST



**SAN FRANCISCO
STATE UNIVERSITY**

Policy #: S24-206
Supersedes: S99-206
Senate Approval: 02/06/2024
Presidential Approval: 02/20/2024
Effective: *Fall 2024*
Last Review: *Spring 2024*
Next Review: *Fall 2029*

Policy on the Academic Program Assessment Committee

This policy changes the name of the University Academic Assessment Advisory Committee to the Academic Program Assessment Committee and updates the charge, responsibilities and membership of the committee.

Charge

The charge of the Academic Program Assessment Committee is to provide a channel for communication, advice, and liaison among Academic Affairs, the Academic Senate, and college faculty on academic program and institutional assessment, and to provide feedback on annual program assessment and institutional assessment reports with the goal of improving assessment practices across campus. For the purposes of this charge, academic program assessment is defined as the use of quantitative and qualitative methods and measures to evaluate the outcomes of student learning at the program level. Institutional assessment is defined as the use of quantitative and qualitative methods and measures to evaluate outcomes of student learning at the institutional level, including core competency assessment. General Education assessment is under the auspices of the Baccalaureate Requirements Committee.

Responsibilities

Specific duties may include, but need not be limited to:

- Advise and make recommendations to the Division of Undergraduate Education and Academic Planning (DUEAP) and the Academic Senate on academic program, core competency and other institutional assessment priorities, activities and policies to promote equitable assessment practices.
- Review and provide feedback on annual academic program assessment reports with the goals of helping faculty strengthen and improve their assessment practices and use assessment outcomes for program improvement.
- Review and provide feedback on institutional assessment reports to identify recommendations to improve outcomes for students at the institutional level.
- Serve in an advisory role to DUEAP and the college faculty fellows or directors of academic program assessment on ways in which assessment practices across campus can be strengthened.



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- Provide input to DUEAP on support, resources, deadline and requirements for academic program and institutional assessment.
- Report annually on its activities to the Academic Senate

The committee shall meet at least once a month during the semester and more frequently as needed.

Membership

The membership of the Academic Program Assessment Committee shall include the following:

- One faculty representative elected by each of the colleges of the university (voting). College faculty fellows or directors of academic program assessment are eligible for election to this committee.
- One faculty representative elected by the University Library (voting).
- The Faculty Director of General Education or other designee of the Baccalaureate Requirements Committee (voting).
- The Chair or designee of the Academic Program Review Committee (voting).
- The Chair or designee of the Graduate Council (voting) or the Dean of Graduate Studies and Career Planning or designee [ex officio, non-voting].
- One undergraduate student and one graduate student as designated by the President of the Associated Students (voting).
- One representative from the college faculty fellows or director(s) of academic program assessment from those not elected to the committee [ex officio, non-voting].
- Vice Provost of Academic Planning and Dean of Undergraduate Education or designee [ex officio, non-voting].

Elected committee members shall serve two-year renewable terms.

A chair shall be elected from the elected committee members by all voting members and serve a one-year renewable term.