

**SAN FRANCISCO STATE UNIVERSITY
UNIVERSITY ACADEMIC ASSESSMENT ADVISORY COMMITTEE (UAAAC)
ANNUAL REPORT 2007-2008**

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 ninth year of operations for the committee. The members are to include representatives from:

Academic Program Review Committee, Curriculum Review and Approval Committee, Academic Affairs, Associated Students (undergraduate and graduate), Graduate Council, General Education Council, Creative Arts, Behavioral and Social Sciences, Business, Education, Ethnic Studies, Extended Learning, Health and Human Services, Humanities, Library, Science and Engineering, Student Affairs, Assessment Coordinator from Academic Planning and Assessment (non-voting member)

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. Membership of the Committee

The co-chair, Dr. Sandra Radtka, attempted to fill three vacant positions on the committee, but was not successful. No one was appointed from Student Affairs. It also has been very problematic to obtain undergraduate and graduate representatives from Associated Students for UAAAC during the past several years.

IV. Activities of the Year:

- UAAAC met six times during the Fall 2007 and Spring 2008 semesters.

Actions:

- **Elected co-chairs of UAAAC**
Members elected UAAAC co-chairs, Dr. Sandra Radtka and Dr. Katherine Naff, at its first meeting.
- **Staggered Terms of College Representatives on UAAAC**
All college representatives on UAAAC have 2 year terms that expire at the same time. Members representing Graduate Council, Academic Program Review, Academic Affairs, Curriculum Review & Approval and General Education Council have one year terms. UAAAC recommended changing college representatives to staggered terms to provide more continuity for committee membership. Three college representatives agreed to extend their terms to 2010: Katherine Naff (Behavioral & Social Sciences), Amy Kilgard (Humanities) and Mira Foster

(Library). This information was submitted to Angela Sposito in the Academic Senate office.

- **UAAAC webpage on APEE's website** <http://academic.sfsu.edu/ap ee/ap ee assess/> UAAAC's annual report for 2006-07 and list of UAAAC members for 2007-08 were added to UAAAC's webpage on APEE's website. UAAAC will continue to periodically monitor this webpage and add or delete contents.
- **Review of College and Department's Annual Assessment Reports**
UAAAC reviewed colleges' and departments' annual assessment reports for 2005-2006. Members also reviewed the former Assessment Coordinator's (Dr. Barbara Holzman) evaluations of these assessment reports' effectiveness using the rubric that she had developed with input from UAAAC in 2006-2007. Dr. Holzman obtained a secure website link so that UAAAC could review these reports during fall 2007. She also obtained permission from the Deans/Associate Deans to allow UAAAC to access these reports.

The purpose of UAAAC's review of the annual assessment reports was to educate UAAAC members as to the effectiveness of the program assessment process at SFSU. The status of program assessment varied across colleges with some departments developing student learning outcomes and direct measures to assess them. Many departments are still in the process of developing program assessment instruments. Most departments were not at the level of using the findings to improve the program.

UAAAC members recommended that the rubric used by the Assessment Coordinator/Director to evaluate these annual assessment reports be revised. The new Assessment Director, Michael Bishow, revised the rubric with input from UAAAC (see item on new rubric). UAAAC will continue to review these reports on an annual basis in the future during spring semester.

- **Input on Exit Survey Model and Pulse Items**
The new Assessment Director, Michael Bishow, reviewed the Exit Survey Model and presented her results to UAAAC. Dr. Bishow used her analysis and input from the UAAAC to revise the survey.
- **Input on Revised Rubric to Evaluate Annual Program Assessment Reports**
Michael Bishow distributed WASC's revised rubric for evaluating the effectiveness of assessment processes at universities. She revised the rubric to evaluate SFSU's annual program assessment reports based on WASC's new rubric. UAAAC members provided input on the revised rubric to be used by Dr. Bishow to evaluate the program assessment reports (2006-2007) submitted in October 2007.
- **Input on Changes to Timing of Assessment Reports and New Reporting Format**
Provost Gemello issued a new policy regarding the timing of assessment reports. Those departments that are "full cycle," meaning that they have most of the

assessment process' steps in place will be required to report only once every two years. Those departments that have considerable work ahead to complete the steps will be required to report yearly and will be offered technical support. UAAAC reviewed the new policy and provided input.

APPE also changed the format for reporting on program assessment from the grid format that has been used for the past several years to a narrative format. UAAAC made recommendations for the new proposed narrative format: 1. It needs to be a form to complete with enough structure to make reporting expectations clear and to capture the elements of the matrix, while also allowing for narrative reporting; 2. A completed example needs to be included.

- **Assessment Director's Report on Program Assessment Reports for 2006-07**
Dr. Bishow presented information to UAAAC on her review of program assessment reports for 2006-07, and her meetings with Deans, Associate Deans, Councils and chairs regarding the assessment process. She also recommended rcampus.com as a site where faculty could find numerous examples of assessment instruments for modification and adoption for their own classes.

V. Agenda for the Coming Year:

- Elect chair of UAAAC at first meeting.
- Continue review and development of UAAAC webpage on APEE's website.
- Review colleges' and departments' annual program assessment reports for 2007-2008 and the Assessment Director's critique during spring semester.
- Coordinate future activities of UAAAC with Dr. Linda Buckley and the new Assessment Director when hired.

University Academic Assessment Advisory Committee Members forwarding this May 2008 report to the Academic Senate:

Education	Barbara Ford	_____
BSS	Katherine Naff, co-chair	_____
Creative Arts	Mario Laplante	_____
Sci & Eng	Norm Owen	_____
Business	Bill Perttula	_____
Extended Learning	Jim Bryan	_____
HHS	Sandra Radtka, co-chair	_____
Humanities	Amy Kilgard	_____
Library	Pam Howard/ Mira Foster	_____
Academic Affairs	Sung Hu	_____
Assessment Director	Michael Bishow	_____
APRC	Genie Stowers	_____
CRAC	Martin Linder	_____
GEC	Barbara Ford	_____
Graduate Council	Kathleen Mosier	_____
Ethnic Studies	Dorothy Tsuruta	_____
Student Affairs	Vacant	
Assoc. Students (grad)	Vacant	
Assoc. Students (undergrad)	Vacant	