

**SAN FRANCISCO STATE UNIVERSITY
UNIVERSITY ACADEMIC ASSESSMENT ADVISORY COMMITTEE (UAAAC)
ANNUAL REPORT 2004-2005**

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 sixth 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 chair spent the Fall 2004 and part of Spring 2005 semesters trying to fill six vacant positions on the committee. By the end of Spring 2005, three positions still remained vacant: 1. No representative from Ethnic Studies was appointed by its college acting dean to replace Ben Kobashigawa who was on sabbatical; 2. No graduate student representative from Associated Students could be found who was willing to serve; 3. No representative from the Library was sent due to heavy workloads in that department. Representatives from the Curriculum Review and Approval Committee and the College of Extended Learning did not attend any meetings. Because the position of Assessment Coordinator was eliminated due to budget cuts, Richard Giardina, Associate Vice President for Academic Planning and Assessment, attended UAAAC's meetings to provide input on assessment activities.

IV. Activities of the Year:

UAAAC met monthly during the Fall 2004 and Spring 2005 semesters. One issue from the previous academic year remained unresolved this year:

- The elimination of the position of Assessment Coordinator in 2004-2005 due to budget cuts continued to concern members because of its negative impact on assessments-related activities at SFSU. This issue surfaced during several meetings this year when UAAAC discussed if this committee should assume some responsibilities previously held by the Assessment Coordinator. At UAAAC's last meeting, it was announced that a part-time (.40) position as Assessment Coordinator

had been reinstated for 2005-2006 and Barbara Holtzman, who is UAAAC's representative from College of Behavioral and Social Sciences, has accepted this part-time position as Assessment Coordinator starting at the end of summer 2005.

Actions:

- **Assessment Resources Website:**

- The development of a multi-layered website with links to assessment information at <http://www.sfsu.edu/~acadplan/shortcuts.htm> continued during Fall 2004 and Spring 2005 semesters. Don Casella, who has a part-time position in the Academic Planning and Assessment (APA) office, continued to coordinate the development of this website with assistance and feedback from UAAAC. Links to assessment resources that might be useful to faculty, academic administrators and staff continued to be submitted to Don by UAAAC members to add to the website. Examples of assessment instruments, tools, and scoring rubrics used in departments at SFSU were also obtained by UAAAC as additions to the website.
- Colleges and departments were notified by UAAAC about the availability of this website and encouraged to submit assessment links and materials.
- UAAAC discussed the possibility of including parts or entire departments' annual academic assessment plans or good examples of these plans on the website and solicited input on this idea from college deans/associate deans and department chairs. After reviewing feedback from colleges/departments and several good examples of annual academic assessment plans provided by Richard Giardina from the APA office, the committee unanimously voted not to include these plans on the website and recommended that specific examples of assessment instruments would be more beneficial.

- **Review of 5th cycle policy on Academic Program Review and recommendations on assessment activities submitted to Task Force on 6th cycle policy on Academic Program Review:**

One UAAAC member examined the Senate Policy on Academic Assessment (02-217), Handbook on 5th cycle of Academic Program Review & Appendices, and Chapter 20 of SFSU's WASC self-study report on University-wide Assessment and presented her findings and recommendations on assessment to the committee. UAAAC discussed her report and additional issues, and provided written input on assessment activities to Oswaldo Garcia, chair of the Task Force on 6th cycle policy on Academic Program Review.

- **UAAAC's proposed new responsibility of reviewing college/departments' annual academic assessment reports and providing feedback**

UAAAC solicited input from college deans/associate deans and department chairs and former Assessment Coordinator on the possibility of having UAAAC review college/departments' annual academic assessment reports and provide written feedback to chairs/deans. This review had been previously conducted by the Assessment Coordinator, but this position had been eliminated in 2004-2005 due to

budget cuts. After reviewing feedback from colleges/departments and extensive discussion, UAAAC unanimously voted not to assume the responsibility of reviewing department and college annual assessment reports. This review was conducted by Richard Giardina in January 2005.

- **Evaluating the effectiveness of SFSU assessment activities**
UAAAC spent several meetings discussing its role and methods for evaluating the effectiveness of colleges/departments' annual academic assessment plans and SFSU assessment activities. Resources to develop assessment methods, instruments and criteria were reviewed. It was determined that UAAAC's role is to evaluate the effectiveness of SFSU assessment activities and not to focus its evaluation on annual academic assessment plans. A web-based survey to evaluate the effectiveness of SFSU assessment activities was drafted. UAAAC recommended that this survey be put on the web this summer by APA office and completed by all faculty and department chairs in fall 2005. Results will be reviewed by UAAAC in the fall to determine if additional interviews or focus group meetings are needed to gather more information on the status of assessment activities in each college.

V. Agenda for the Coming Year:

- First UAAAC meeting is scheduled for Friday, Sept 16, 2005, 12:15-1:30PM, Location TBA since the University Club is closing.
- Elect new chair of UAAAC at first meeting in fall 2005.
- Assessments Resources Website
 - Continue development of the Assessment Resource website with Don Casella in the Academic Planning and Assessment office
 - UAAAC needs to send another memo in the fall to college deans/associate deans, department chairs and faculty requesting examples (electronic version preferred) of assessment instruments, tools, and scoring rubrics used in their departments to be sent to their UAAAC representative for inclusion on website
- Conduct a web-based survey of all faculty and department chairs to evaluate effectiveness of assessment activities at SFSU in early fall 2005, review findings and determine need for additional interviews or focus group meetings in each college.
- Review of Academic Senate Policy S02-217 on Academic Assessment and make recommendations for any changes to the Academic Policies Committee
- Review of 6th cycle policy on Academic Program Review and handbook after it is developed during 2005-2006

San Francisco State University's University Academic Assessment Advisory Committee
Members of the committee forwarding the May 2005 UAAAC Report:

Education	Reynaldo Contreras	_____
BSS	Barbara Holzman	_____
Creative Arts	Brent Malin	_____
Ethnic Studies	No Representative	
Sci & Eng	Norm Owen	_____
Business	Connie Marie Gaglio	_____
Extended Learning	Joaquin Alvarado	_____
HHS	Sandra Radtka, chair	_____
Humanities	Deborah Swanson	_____
Library	No Representative	
Academic Affairs	Elise Earthman	_____
Assess. Coordinator	Position eliminated	
APRC	Oswaldo Garcia	_____
Assoc. Students (grad)	No representative	
Assoc. Students (undergrad)	Tymano Valentino-Ronquillo	_____
CRAC	Amy Nichols	_____
GEC	Susan Shimanoff	_____
Graduate Council	Kathleen Mosier/Ann Hallum	_____
Student Affairs	Jack Hyde	_____
Humanities	Marc Martin	_____