

**SAN FRANCISCO STATE UNIVERSITY
UNIVERSITY ACADEMIC ASSESSMENT ADVISORY COMMITTEE (UAAAC)
ANNUAL REPORT 2006-2007**

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 eighth 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, Dr. Sandra Radtka, attempted to fill three vacant positions on the committee. The Dean of the College of Ethnic Studies appointed a member in October; however, this member never attended any meetings and resigned in January 2007. No replacement was appointed by the Dean for the rest of the academic year despite repeated reminders from the chair. Two additional positions also remained vacant: 1. undergraduate student representative from Associated Students; 2. graduate student representative from Associated Students. It has been very problematic to obtain representatives from Associated Students for UAAAC during the past several years.

IV. Activities of the Year:

- UAAAC met six times during the Fall 2006 and Spring 2007 semesters.

Actions:

- **Assessment Resources Website and UAAAC's new webpage**

The development of a multi-layered website with links to assessment information at <http://www.sfsu.edu/~acadplan/shortcuts.htm> was discontinued in September 2006 as it lacked focus and covered too many topics for faculty seeking information on assessment. Dr. Don Casella, who has a part-time position in the Academic Planning and Educational Effectiveness (APEE) office, coordinated the development of this website with assistance and feedback from UAAAC during the past several years. The APEE website at http://academic.sfsu.edu/ap ee/ap ee_ assess/ was in the process

of revision by the APEE office and a new webpage for UAAAC was added. UAAAC developed its new webpage to include UAAAC members and contact information, link to the Academic Senate policy establishing UAAAC, UAAAC's annual report to Academic Senate for previous three years, UAAAC's report on findings of its survey on faculty attitudes on undergraduate program assessment activities, and other related information on the survey. Contents from the Assessment Resources Website were reviewed and parts were transferred to APEE's website. UAAAC provided input on the contents and design of the APEE's revised website especially related to the Assessment section to the Assessment Coordinator, Dr. Barbara Holzman.

- **UAAAC Report from Survey on Evaluating the Effectiveness of SFSU Assessment Activities at Undergraduate Level**
UAAAC finalized a report of its on-line survey of all SFSU faculty that determined faculty attitudes on the effectiveness of SFSU's program assessment activities at the undergraduate level. The report provided a brief summary of the survey's findings and recommendations based on the results. See attached copy of the report. The final report was distributed to Provost Gemello, Dr. Linda Buckley, Dr. Barbara Holzman, Dr. David Meredith and all college deans and associate deans in the Fall 2006. SFSU faculty members were also notified via Campus Memo of the report's availability on UAAAC's new webpage. The report was presented to the Academic Senate by UAAAC's chair, Dr. Sandra Radtka in the Spring 2007. Dr. Linda Buckley also presented an update on program assessment activities at this same Academic Senate meeting.
- **Assessment Section from Draft of 6th Cycle Program Review Handbook**
The assessment section from the draft of the 6th Cycle Program Review Handbook was reviewed by UAAAC. Several suggestions were given by UAAAC members to Dr. Barbara Holzman to be shared with Dr. Oswaldo Garcia who developed the draft of the handbook.
- **Rubric Used by Assessment Coordinator in Review of Annual Assessment Reports**
UAAAC provided input on a draft of a rubric developed by Dr. Barbara Holzman to be used when reviewing the annual assessment reports from colleges and departments.
- **Review of College and Department's Annual Assessment Reports**
UAAAC reviewed colleges' and departments' annual assessment reports for 2005-2006 and Dr. Barbara Holzman's evaluations of their effectiveness. Dr. Holzman had obtained permission from the Deans for this review. The purpose of the review was to educate UAAAC members as to the effectiveness of the program assessment process at SFSU. This review will occur on an annual basis in the future during spring semester.

- **Staggered Terms of College Representatives on UAAAC**
Currently, the terms of service for college representatives on UAAAC end at the same time. UAAAC would like to change this to staggered terms for these members starting next year to provide more continuity for committee membership. UAAAC still needs to review the process for implementing this change with the Academic Senate.
- **Input on Annual Assessment Process**
UAAAC provided input to Dr. Barbara Holzman on potential changes to the annual assessment process. UAAAC discussed the advantages and disadvantages of making the annual assessment reports for colleges and departments available on APEE's website. It was recommended that the Deans/Associate Deans write a brief summary of their college assessment reports that would be put on the website under the program level assessment category.
- **Potential Change in the Responsibilities of UAAAC**
Dr. Linda Buckley asked UAAAC to consider expanding its responsibilities by taking more of a leadership role in initiating conversations with faculty at the college/department level and providing consultation on assessment to colleges and departments. Although an expanded role for UAAAC sounds like a good plan, it might not be feasible given the demands on faculty members for teaching and scholarship at SFSU. Concerns were voiced that UAAAC members do not have any release time from teaching to assume a more expanded role. UAAAC recommended that it not expand its role at this time.

V. Agenda for the Coming Year:

- Elect chair of UAAAC at first meeting.
- Continue development of UAAAC webpage on the revised APEE's website.
- Continue to provide input on APEE's website to the new Assessment Coordinator.
- Develop and obtain approval of a process to stagger terms of college representatives on UAAAC.
- Follow-up with new Assessment Coordinator regarding UAAAC's recommendation that Deans/Associate Deans write a brief summary of their college assessment reports that would be put on APEE's website under the program level assessment category.
- Review colleges' and departments' annual assessment reports for 2006-2007 and the Assessment Coordinator's critique during spring semester.
- Coordinate future activities of UAAAC with Dr. Linda Buckley and the new Assessment Coordinator when hired.

University Academic Assessment Advisory Committee Members forwarding this May 2007 report to the Academic Senate:

Education	Ming-yeh Lee	_____
BSS	David Gard	_____
Creative Arts	Jennifer Hammett	_____
Sci & Eng	Norm Owen	_____
Business	Bill Perttula	_____
Extended Learning	Jim Bryan	_____
HHS	Sandra Radtka, chair	_____
Humanities	Mark Roberge	_____
Library	Pam Howard	_____
Academic Affairs	Sung Hu	_____
Assess. Coordinator	Barbara Holzman	_____
APRC	Genie Stowers	_____
CRAC	Eileen Levy	_____
GEC	Nancy Gerber	_____
Graduate Council	Lisa White	_____
Student Affairs	Patricia Davis	_____
Ethnic Studies	No representative	
Assoc. Students (grad)	No representative	
Assoc. Students (undergrad)	No representative	