

**Concluding Action Memorandum
7th Cycle Program Review
San Francisco State University**

Department of Anthropology

College of Liberal and Creative Arts

Spring 2018

This memorandum is based upon the Academic Program Review Committee (APRC) process, grounded in the following source materials:

1. Department of Anthropology Self-Study, *August 2017*
2. Report of the External Review Report, *October 2017*
3. Department response to the External Review Report, *January 2018*
4. College Dean response to documents, *February 2018*
5. Responses to APRC questions, *February 2018*

These responses were used to construct an integrated review of the program's strengths, accomplishments, challenges and plans for future action.

Provost's Statement

The program review process should serve as a basis for strategic planning, including curricular changes, development of new courses, hiring plans, resource requests, and space allocation. Future proposals that affect any of these aspects of the program/department should refer to program review documents, including this concluding action memo.

Commendations

The APRC commends the Department of Anthropology for:

1. Capable leadership and collective strength which has nurtured the proactive, forward-looking, energetic and collegial culture and environment, including their thoughtfulness and timeliness through the program review process.
2. Productive faculty who integrate their teaching and research to enrich the learning experience for students.
3. Transforming the graduate program in response to the Sixth Cycle review, such as dedicating a minimum of four faculty meetings per year to discussions that improve it, formulating graduate program learning goals, increasing recruitment efforts, adopting rolling application deadlines, and revising acceptance requirements to ensure a viable cohort of qualified students.
4. Creating a new undergraduate curriculum that provides students with a diverse and well-balanced experience of the various subfields in the earlier stages of the

program and in-depth knowledge and advanced skills in their preferred subfield(s) in the latter stages.

5. Taking effective steps in both the graduate and undergraduate curricula to improve student writing.
6. Addressing students' career preparation for the academic, public and private sectors.

Recommendations

Based on the outcome of the program review, the Department of Anthropology is advised to take the following actions:

1. Implement the plans to adopt a more structured and proactive approach to undergraduate student advising.
2. Develop strategies to enhance the diversity of undergraduate majors.
3. Initiate a system to collect and track data for job placements, alumni activities, student feedback, etc. and use this information to develop strategies for increasing enrollments.
4. Seek funding for top priority new equipment needs.
5. Develop a strategic hiring plan and create a proposal that supports any hiring requests for Cultural Anthropology.
6. Strengthen relationships with other departments to complement the department's offerings in medical anthropology, biological anthropology, visual anthropology, and archaeology.
7. Make use of the department's Fine Arts Building location to increase Anthropology's visibility on campus.
8. Use multimedia production to reach broader audiences and for community outreach to enhance the department's public presence and to show how the department serves the public interest.

CAM Follow-up Report

Two years after the CAM signing, the program submits a follow-up report to APRC outlining the steps taken to implement the CAM provisions. Subsequent follow-up reports can be requested by APRC.

Authorization

We hereby approve this concluding action memorandum:

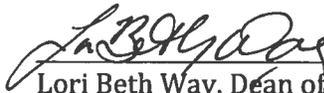


Jennifer Summit, University Provost
and Vice President for Academic Affairs

Date



May 22, 2019


Lori Beth Way, Dean of Undergraduate Education
and Academic Planning

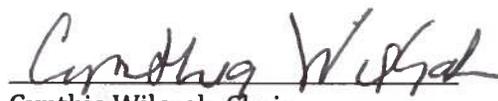
5/22/19
Date


Sophie Clavier, Dean
Graduate Studies

5/22/19
Date


Andrew Harris, Dean
College of Liberal and Creative Arts

5/22/19
Date


Cynthia Wilczak, Chair
Department of Anthropology

5/22/19
Date


Karl Kwan, HSS Representative
Academic Program Review Committee

May 22, 2019
Date