

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

Department of International Relations
College of Liberal and Creative Arts

December 20, 2018

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

1. Department of International Relations Self-Study, August 2018
2. Report of the External Review Report, October 2018
3. Department response to the External Review Report, November 2018
4. College Dean response to documents, November 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 International Relations for:

1. Innovative strategies implemented to improve yield for accepted MA applicants (e.g. study abroad program and 'blended scholars' program)
2. Its global perspective, as one of the few national stand-alone departments in international relations, with a diverse faculty, diverse student body, and diverse areas of expertise (both substantive and geographical).
3. Improvement in student writing through (i) a sequential offering of writing in the core sequence and capstone, and (ii) a longitudinal assessment of its effectiveness.
4. Its use of high impact practices to aid in student learning and achievement, including availability of internships, writing-intensive courses, community-based learning, and capstone courses.

Recommendations

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

1. Work with organizations such as University Advancement and Alumni Relations to identify potential fundraising strategies/funding sources to support resource needs, as identified in the Self-Study, including funding for graduate students and professional development for faculty.
2. Develop a hiring plan that clearly articulates and prioritizes needs for new hires within the context of current trends in International Relations.
3. Develop policies to ensure faculty workloads are fairly distributed, specifically thesis supervision and advising responsibilities.
4. Develop student learning outcomes and a curriculum map to align with the program goals and reflect measureable outcomes, as suggested by the external reviewers.
5. Incorporate alumni survey data into program evaluation, and begin to compare freshman graduation rates and transfer graduation data to reflect on mechanisms to improve rates (e.g. 200 level transfer courses).

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

6/4/19

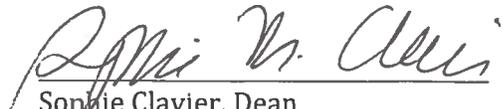
Date



Lori Beth Way, Dean
Undergraduate Education and Academic Planning

6/4/19

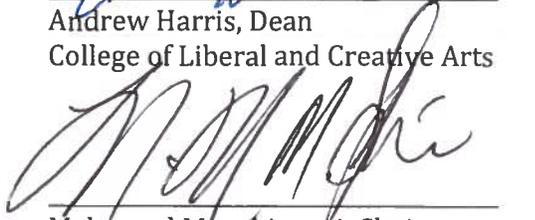
Date


Sophie Clavier, Dean
Graduate Studies

6/4/19
Date


Andrew Harris, Dean
College of Liberal and Creative Arts

6-4-19
Date


Mahmood Monshipouri, Chair
Department of International Relations

June 4/2019
Date


Miriam Smith, LCA Representative
Academic Program Review Committee

4 June 2019
Date

