

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

Department of Liberal Studies
School of Humanities and Liberal Studies
College of Liberal and Creative Arts

December 12, 2018

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

1. Department of Liberal Studies Self-Study, *December 2017*
2. Report of the External Review Report, *April 2018*
3. Department response to the External Review Report, *May 2018*
4. College Dean response to documents, *August 2018*
5. Responses to APRC questions, *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 Liberal Studies for:

1. Designing integrative approaches to interdisciplinary coursework, developing new core courses, and consolidating and re-visioning its own core curriculum.
2. Developing the Integrated Teacher Education Program (ITEP) as a four-year degree program.
3. Integrating faculty research in teaching to enrich the learning experience for students.
4. Utilizing high-impact pedagogical practices including: student creation of e-portfolios in gateway and capstone classes, student research as part of extended field trips, and student creation of public performances and visual media.

Recommendations

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

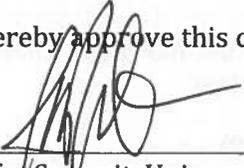
1. Start collecting data and document the reasons students entered the program (e.g. those in other majors being subject to impaction, advised by undergraduate advisors to switch, those pursuing a teaching career). Use the results to determine how to best advise different students to achieve student success.
2. Using this data, explore ways to better partner with programs in GCOE to develop pathways at the undergraduate level towards teaching careers, rather than hiring faculty to teach or duplicate credential content.
3. Utilize university advising resources such as the LCA advising center to find additional ways to support faculty in advising students in the LS major, rather than hiring an external advisor.
4. Use the proposed new LS council to promote collaboration and planning among the current faculty.
5. Review the core curriculum and emphasis classes in consultation with other relevant departments to ensure that the courses continue to contribute to the program's interdisciplinarity.

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.

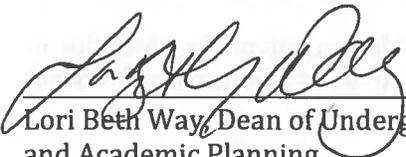
Authorization

We hereby approve this concluding action memorandum:



Jennifer Summit, University Provost
and Vice President for Academic Affairs

12/10/19
Date



Lori Beth Way, Dean of Undergraduate Education
and Academic Planning

12/10/19
Date



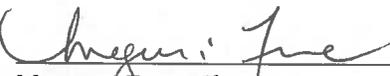
Andrew Harris, Dean
College of Liberal and Creative Arts

12-10-19
Date



José Acacio de Barros, Acting Director
School of Humanities and Liberal Studies

12/10/19
Date



Megumi Fuse, Chair
Academic Program Review Committee

12/10/19
Date

