

**Concluding Action Memorandum  
7<sup>th</sup> Cycle Program Review  
San Francisco State University**

*Department of Child and Adolescent Development*

*College of Health and Social Sciences*

**Spring 2018**

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

1. Department of Child and Adolescent Development Self-Study, *August 2017*
2. Report of the External Review Report, *March 5, 2018*
3. Department response to the External Review Report, *March 26, 2018*
4. College Dean response to documents, *April 27, 2018*
5. Responses to APRC questions, *April 28, 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 Child and Adolescent Development for:

1. Dedicated faculty, both T/TT and lecturers, whose students benefit greatly from their professional engagement, pedagogical achievements, and creative responses to the challenges of being both a new and a small department,
2. Respected representation in campus programs and projects, and successes in state and national initiatives, all of which inform and enrich the CAD curriculum.
3. Effective responses in addressing time to degree and programmatic coherence by decreasing the number of units in the major while increasing the proportion of the major that is consistent for all students.
4. Maintaining the program's degree concentrations while still meeting the CSUs EO 1071 requirements, resulting in improved uniformity in mastery of topics across the various subpopulations while simultaneously balancing rigor and individualization for each student.

5. Developing innovative and effective advising models.

### Recommendations

Based on the outcome of the program review, the Department of Child and Adolescent Development is advised to take the following actions:

1. Utilize demographic data to develop and implement a plan to enhance the diversity of undergraduate majors.
2. Improve the alumni survey system to collect and track data about job placements, alumni activities, etc. and use this information to develop mechanisms for managing enrollments.
3. Utilize available data to document high impact practices or assess their effectiveness.
4. Construct a strategic hiring plan to strengthen and expand instruction in the school-age and youth work fields.
5. Devise a departmental strategic plan to meet challenges arising from the change of impact status.
6. Adopt approaches to improve the retention rate of 4-year SF State students in the major.
7. Work with EDvance to clearly define the roles and relationship with CAD.

### 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:

  
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Jennifer Summit, University Provost  
and Vice President for Academic Affairs


Date

  
\_\_\_\_\_  
6/4/15

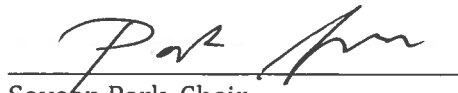
  
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Lori Beth Way, Dean of Undergraduate Education  
and Academic Planning

Date


  
\_\_\_\_\_  
6/4/19

  
Alvin N. Alvarez, Dean  
College of Health and Social Sciences

6/4/19  
Date

  
Soyeon Park, Chair  
Department of Child and Adolescent Development

6/4/19  
Date

  
Miriam Smith, LCA Representative  
Academic Program Review Committee

4 June 2019  
Date

