

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

**Department of Health Education
College of Health and Social Sciences**

November 28, 2018

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

1. Department of Health Education Self-Study, February 2017
2. Report of the External Review Report (Council on Education for Public Health), March 2017
3. Department response to the External Review Report (Council on Education for Public Health), September 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 Health Education for:

1. The well-conceived mission, values, and goals of the program which were developed, maintained and revised through extensive faculty planning.
2. Achievement in garnering external funding, which has enabled it to develop innovative programs and to involve every graduate student in faculty research.
3. Development of learning communities which support the program's high graduation rates within four semesters of being admitted into the major.
4. Ongoing program assessment using multiple methods such as focus groups, surveys, and qualitative evaluation of student writing, to ensure that their graduates are well-prepared for public health careers.
5. Active commitment to interdisciplinary collaboration (through Health Equity Institute and the LGBTQ Institute, for example).

Recommendations

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

1. Continue the strategic planning process to include:
 - a) defining and creating new governance and department structures in line with an agreed upon vision.
 - b) prioritizing additional courses and competencies based on the Department's mission and vision.
2. Develop and implement a systematic approach to improving equity regarding
 - (a) teaching loads,
 - (b) service work by lecturers, and
 - (c) recruiting diverse faculty, staff, and students.
3. Institute practices to:
 - a) accurately track post-graduation outcomes (employment enrollment in additional education) for BS students.
 - b) systematically solicit comprehensive, representative and actionable feedback from employers of BS and MPH graduates.

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

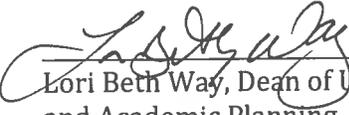
We hereby approve this concluding action memorandum:



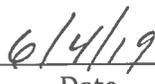
Jennifer Summit, University Provost
and Vice President for Academic Affairs



Date



Lori Beth Way, Dean of Undergraduate Education
and Academic Planning



Date

Sophie M. Clavier
Sophie Clavier, Dean
Graduate Studies

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Date

Alvin Alvarez
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Mary Beth Love
Mary Beth Love, Chair
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Susan Roe
Susan Roe, CoB Representative
Academic Program Review Committee

6-4-19
Date

