

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

Department of Biology

College of Science and Engineering

Fall 2020

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

1. Department of Biology Self-Study, August 2019
2. Report of the External Review Report, December 2019
3. Department response to the External Review Report, February 2020
4. College Dean response to documents, February 2020
5. Responses to APRC questions, November 2020

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 Biology for:

1. Being a leader in implementation of high-impact practices such as offering research experiences and inclusive pedagogies.
 - Having 80% of faculty participate in workshops in active learning pedagogies through HHMI and SEPAL.
 - Obtaining and utilizing grants, such as SF BUILD and HHMI, to decrease the equity gap among students and to improve graduation rates of URM students.
2. Providing leadership on climate change issues within the department curriculum and research as well as engaging others across the campus on this topic.
3. Collecting assessment data from exit surveys prior to graduation and using that data to effectively inform departmental decisions.

4. Creating a required online advising course and working to prepare a two-year schedule, including summer classes, to allow students to plan their academic paths more effectively.
5. Maintaining quality active research programs as evidenced by internal and external grant awards.

Recommendations

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

1. Using data from assessment, develop and implement a plan for the department to better scaffold the core concepts covered in pre-requisite courses with those in subsequent courses and create a curriculum map to ensure students are meeting all of the program learning outcomes that have been adopted by the Department.
2. Work with the Dean to develop a process to clarify budget parameters to ensure a common vision going forward.
3. Develop strategies for assessing program learning outcomes for the undergraduate and graduate programs and find ways to utilize that data for program improvement.
4. Continue to measure student persistence and determine ways to improve time to degree and graduation rates.
5. Work with the Dean and possibly CEETL to determine if there is a way to institutionalize HHMI and SF BUILD to train Biology faculty on best practices for inclusion and equity and possibly extend to other science faculty.
6. Work with the Dean and Student Success Center to develop ways to provide advising help for pre-health advising.

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

03/02/2021 | 2:42 PM PST


Date

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Lori Beth Way, Dean
Division of Undergraduate Education and Academic Planning

03/02/2021 | 2:43 PM PST


Date

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Sophie Clavier, Dean
Graduate Studies

03/02/2021 | 3:11 PM PST

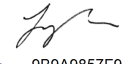
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Carmen Domingo
College of Science and Engineering

03/03/2021 | 9:17 PM PST


Date

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Laura Burrus, Chair
Department of Biology

03/08/2021 | 1:23 PM PST

Date

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Susan Roe, Chair
Academic Program Review Committee

03/08/2021 | 1:24 PM PST

Date