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

Department of Geography and Environment
College of Science and Engineering

Spring 2019

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

1. Department of Geography & Environment Self-Study, September 2018
3. Department response to the External Review Report, November 2018
4. College Dean response to documents, November 2018
5. Responses to APRC questions, February 2019

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 Geography and Environment for:

1. Having a strong record of student placement and commitment to the Bay Area region and its economic base.
2. Creating the BS in Environmental Science, which has helped to enlarge the program and diversify the program’s student composition.
3. Strong 5-year graduation rates compared to university and college rates.
4. Initiating faculty-wide retreats to develop and revise departmental policies.
5. Including high impact teaching practices and curricular innovation, particularly in field experiences and collaborative assignments.
6. Delineating learning outcomes for both undergraduate and graduate programs that are concrete and measurable.
Recommendations

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

1. Develop a Strategic Plan that integrates the potential MS in Environmental Sciences into its existing degree programs and faculty workload. If the MS in Environmental Sciences is supported, the department should:
   a. Anticipate and address the impacts of curricular changes on student demand and faculty workload; and
   b. Develop both a hiring plan and student recruitment strategies
2. Implement approaches to conduct a more systematic assessment of Program Learning Outcomes that includes reviewing student work.
3. Create and implement a plan to diversify the student composition of the majors.
4. Improve undergraduate opportunities by increasing internship placements.
5. Continue to anticipate and implement ways to eliminate bottlenecks in high demand courses.
6. Complete bylaws and develop formal policies regarding the management and shared governance of the department.

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

Lori Beck Way, Dean of Undergraduate Education and Academic Planning

Sophie Clavier, Dean Graduate Studies
Carmen Domingo, Dean
College of Science and Engineering

Andrew Oliphant, Chair
Department of Geography and Environment

Megumi Uase, Chair
Academic Program Review Committee

12/2/19
Date

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