

**Concluding Action Memorandum  
7<sup>th</sup> 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
2. Report of the External Review Report, November 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 6-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:

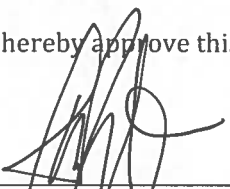
1. Develop a Strategic Plan that integrates the potential MS in Environmental Sciences into its existing degree programs and faculty workload. If the MS in Environmental Sciences is supported, the department should:
  - a. Anticipate and address the impacts of curricular changes on student demand and 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

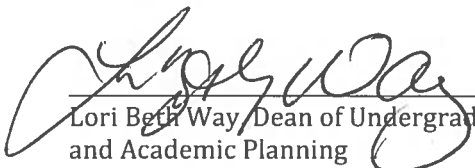
Two years after the CAM signing, the program submits a follow-up report to APRC outlining the steps taken to implement the CAM provisions. Subsequent follow-up reports can be requested by APRC.

Authorization


We hereby approve this concluding action memorandum:

  
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Jennifer Summit, University Provost  
and Vice President for Academic Affairs

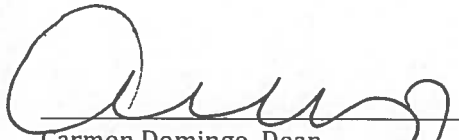
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Date

  
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Lori Beth Way, Dean of Undergraduate Education  
and Academic Planning

12/2/19  
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Date

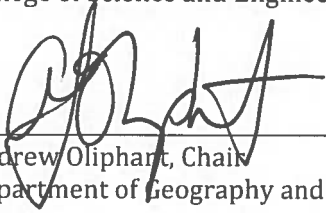
  
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Sophie Clavier, Dean  
Graduate Studies

12/2/19  
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Date



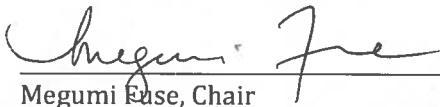
Carmen Domingo, Dean  
College of Science and Engineering

12/2/19  
Date



Andrew Oliphant, Chair  
Department of Geography and Environment

12/2/19  
Date



Megumi Fuse, Chair  
Academic Program Review Committee

12.2.19  
Date