

Public Administration Program
Annual Report
Academic Year 1997-1998

Standard 2.0 Program Mission

The Public Administration Program began a complete and comprehensive strategic planning process. The process began with the traditional SWOT analysis (strengths, weaknesses, opportunities, and threats); these were developed in faculty meetings, using online communication tools (the MPA listserv), and in focus groups with students and alumni.

As a result of these processes, a mission statement was developed for the Program along with six goals (4 student learning goals and 2 programmatic goals) and objectives along with implementation strategies. These implementation strategies were tied back to the goals and objectives and timed across 5 years.

As a result of this process, the faculty reiterated its goal of interdisciplinary, applied education for students.

The student learning goals led to the development of a new student learning outcomes process; the Program chose to develop a student learning portfolio and worked extensively on how to structure and implement this process.

Standard 3.0 Program Jurisdiction

During the 1997-98 year, the Program saw its first change of Program Directors since 1989. Professor Yong Cho retired from the University and Associate Professor Genie Stowers became Program Director.

The Program also gained new office space during Summer, 1997, moving to a full suite of offices in HSS 382.

Standard 4.0 Curriculum

Faculty clarified several policy issues relating to curriculum. Students do have to enroll in PA 897 once they have taken PA 895 or PA 898 and have not finished their culminating experience project.

New student awards were established for the outstanding student in each elective emphasis and one overall outstanding student.

PA 727, Advanced Public Management, was converted into PA 727: Strategic Management, a course focusing upon strategic planning, public productivity improvements, and performance measures.

A new elective emphasis option, Integrated and Collaborative Service Delivery, was presented and approved by the faculty. For final approval, the curriculum proposal must go forward to other levels of University review. This will occur during AY 1998-99.

Discussions began on possible revisions to the current culminating experience.

Standard 5.0 Faculty

Professor Yong Cho took formal retirement from San Francisco State University instead of the planned sabbatical. He is to be Dean at a university in South Korea.

To replace him, the faculty conducted a search for a non-profit administration or public management faculty member. The search was unsuccessful and will be rolled over to AY 1998-99.

Professor Lilly Berry, an industrial / organizational psychologist with the Psychology Department requested affiliation with the core Public Administration Program faculty. Professor Berry is a respected faculty member who began her career in human resource management in the public sector.

The faculty developed and approved a post-tenure review process for all faculty; every five years after tenure, each faculty member must present their accomplishments and make a presentation on their current activities.

Faculty activity report forms were also developed. All faculty must complete this report every year to summarize their activities.

Standard 6.0 Admission of Students

The faculty approved a recruitment and retention plan for the Program, which was implemented throughout the year. Among the items in this plan were the development of a professional recruiting brochure, a one page program description, mailing list of public sector agencies and mailings of program materials to those agencies, a Program newsletter, applying for a chapter of Pi Alpha Alpha, and the development of students awards.

A student admissions database was developed to allow the Program to keep track of student applicants and their characteristics.

Yong Cho, through his work with the US-Korea Institute, left remaining US-Korea Institute funds to the Public Administration Program for student scholarships. Faculty approved the naming of these scholarships the Cho Public Service Scholarships, to be available each year to an incoming and a continuing student.

Faculty made a significant change in admission criteria for the Program. The new criterion states, "Students must have grade point average of at least 3.0 (in the last

60 units of undergraduate work) or a GRE score (Verbal and Quantitative) of at least 1100. All applicants must also adhere to and meet all requirements for admission to the University”.

Standard 7.0 Student Services

There were no significant changes in student services during this year.

A new advising system was established. Advisors are automatically selected and matched to students according to their own selection of elective emphasis.

Students

- Non-profit Administration--Professor Genie Stowers
- Policy Analysis-- Professor Kathy Naff
- Public Management- Professor Kathy Naff
- Urban Administration- Professor Genie Stowers
- Integrated and Collaborative Service Delivery—Professor Marjorie Seashore
- Self-Designed Emphases-- Professor Genie Stowers
- Self-Designed Emphases with a Health Administration or Health Policy Emphasis-- Professor Debbie LeVeen
- Undecided-- Professor Genie Stowers

Standard 8.0 Support Services and Facilities

During 1997-98, the Program received and spent the following funds:

- General Fund-- \$1,685
- Summer Session--- 3,302
- Concurrent Enrollment—1,355
- Special College funds—Student Assistant-- \$800
- 1997 Summer Funds to Equip Office-- \$5,000

The total funds available to the Program were \$7,142 plus the one-time funds from the College to equip the new offices of \$5,000 for a total of \$12,142.

Standard 9.0 Off-Campus Programs and Distance Education

The Public Administration Program offered its first on-line course during Fall 1997. The course was PA 790: Virtual Government (Special Topics) and was taught by Professor Stowers.