

Public Administration Program
Annual Report
Academic Year 1998-1999

Standard 2.0 Program Mission

The Public Administration Program completed an update of its strategic plan, itself only one year old. The underlying data was updated as was the SWOT analysis and some of the goals and objectives. Once again, this process was conducted through the Program's listserv, consultations with students and alumni, and in faculty meetings. Based upon this input, additional learning goals were introduced for basic skills and concepts in accounting and concise writing skills.

The faculty began a very productive process of developing the underlying means of evaluating the student learning Portfolio products. This resulted in six evaluation forms that set out criteria for the successful completion of public administration knowledge, professional skills, computer skills, team work skills, and written and oral communications skills. The portfolio will be an electronic one with all student materials stored in a computer and burned into a CD-ROM at the end of each student's program.

To facilitate this, the Program was granted funds to purchase a high-end computer, scanner, CD-ROM burner, tape drive backup and appropriate software. This was the result of a competitive process that focused upon innovative student learning outcomes proposals.

A pilot test of the student learning portfolio evaluation was conducted in PA 750 and PA 740.

In addition to these activities, the faculty continued the work on the NASPAA Accreditation Self-Study report, which was begun with the development of the strategic plan last year.

The San Francisco State University Chapter of Pi Alpha Alpha was approved by the national organization. Selection of the initial members and their induction will occur next year.

Community and alumni advisory boards were selected and established. The Program will use these boards for advice and information on how to update our strategic plan and to make curriculum choices.

Standard 3.0 Program Jurisdiction

The Program's long-time Office Coordinator, Lynn Barath, left over the summer for a full-time job in her field. A new Coordinator, May-Britt Jeremiah, was hired during the fall.

Standard 4.0 Curriculum

Three new courses were developed and approved—PA 490: Public Service as a Career, PA 775: Developing Non-Profit Resources and PA 896: Master's Case Study Analysis. PA 490 is particularly noteworthy since it represented the Public Administration Program's first undergraduate course.

The PA 896 course was developed as part of the new culminating experience option. The other two options were maintained so that students now have a choice of three options—Master's Case Study Analysis, Master's Project, and Master's Thesis.

The new elective emphasis option, Integrated and Collaborative Service Delivery, was given final approval by the University and is now available for students.

Two newsletters about upcoming course schedules and other Program news were written and disseminated to current students, alumni, and potential students (through area agencies).

Faculty began discussing needed changes to the Policy Analysis elective emphasis although no final action was taken.

Standard 5.0 Faculty

A search for a new faculty member in non-profit administration was successfully conducted, resulting in the hiring of Professor Frank Scott. Professor Scott received his DPA from the University of La Verne and was Executive Director of a children's health agency for over 10 years. The Program had over twenty applicants for this position in a relatively narrow field.

Two other personnel actions were conducted by the Program's Retention, Tenure, and Promotion (RTP) Committee (LeVeen, Seashore, DeLeon, Berry) this year. Genie Stowers applied for promotion to full Professor and Kathy Naff had her third year review. Professor Naff was retained and Professor Stowers was promoted.

Assistant Professor Kathy Naff was granted a legislative analysis grant to do work on affirmative action in the California higher education system.

Standard 6.0 Admission of Students

The new Program brochure was printed and is being distributed to all interested potential students.

The first Cho Public Service Scholarships were presented this year to Art Armstrong and Sarah Triano.

Standard 7.0 Student Services

An Advising Plan for the Program was developed and approved. Advising, while voluntary, will happen at six points—admission, when students select their emphasis and decide upon a culminating experience project, when they prepare their GAP, when they select each semester's coursework and as they are completing their portfolio activities. In addition, the Program is continuing its advising system, established last year, of assigning students to advisors based upon their elective emphasis.

Standard 8.0 Support Services and Facilities

With the assistance of the University Advancement office, the Program began a comprehensive development program. The initial effort, to be repeated every year, was a mailing to all alumni. This first mailing created a baseline and development of a useful mailing list. This first effort resulted in the donation of \$575 dollars; additional funds continue to be donated to the Program as a result of these efforts.

The Program had additional resources available this year due to the encouragement of community members to try out our courses prior to getting involved in the Program. In addition, Golden Gate University closed down its MPA Program (opting instead for an online Executive MPA) and many of its students completed their courses in our Program. This provided additional Concurrent Enrollment funds.

Budget Source	AY 1997-98	AY 1998-99	% Change
General Fund	\$1,685	\$1,769	+4.99 %
Summer Session	3,302	2,155	-34.7%
Concurrent Enrollment	1,355	1,556	+14.8%
*Office Furniture (Special Grant through College End of Year funds for new office)	5,000		One Time Grant
*Graduate Assistant (Special Request to College)	800	-	One Time Grant
*Assessment Grant (VP AA)	-	2,026	One Time Grant
TOTAL	\$7,142	\$7,506	+5.1%

Standard 9.0 Off-Campus Programs and Distance Education

Pa 490: Public Service as a Career became the second on-line course to be offered by the Public Administration Program. This course is a career exploration and development course and is now offered each semester.