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Office of the Provost and Vice President,  
Academic Affairs

25800 Carlos Bee Boulevard, Hayward, CA 94542-3007  
510.885.3711 (phone) • 510.885.2295 • <http://www.csueastbay.edu/OAA>

Date: April 30, 2009

To: Deidre Badejo, Dean, College of Letters, Arts and Social Sciences  
Laura Nelson, Chair, Department of Anthropology

A handwritten signature in black ink that reads "Michael R. Mahoney".

From: Michael Mahoney, Provost and Vice President, Academic Affairs

Subject: MOU Meeting – B.A. and M.A. in Anthropology

On April 3, 2009, I met with Diedre Badejo, Dean, CLASS; Jim Okutsu, Associate Dean, CLASS; Laura Nelson, Chair, Anthropology; Aline Soules, Chair, CAPR; and Carl Bellone, AVP Academic Programs and Graduate Studies to discuss the Program Review for the B.A. and M.A. in Anthropology and to develop an MOU as required by CAPR 9.

The Department of Anthropology has a well deserved high quality reputation. The Department has done excellent work without a lot of resources. The Department has added two outstanding hires recently, Dr. Gilbert and Dr. Wong. Dr. Gilbert is doing significant research in Ethiopia. However, it is difficult for the faculty in the Department to carry out their research agendas with the high teaching loads.

The Department will be losing one .50 FERP faculty member next year. In addition, one of the regular six faculty members will be on a sabbatical leave. This year a search for a new faculty member was canceled due to budget issues. Thus, the Department will have only five regular faculty members next year which are fewer than they have had for quite some time.

The Department has an excellent Museum directed by Dr. Miller who gets 4 WTUs per year for this assignment. This is probably too few WTUs given the work that is needed such as fundraising. It is a high priority for the Department to increase the assigned time for the Museum Director to at least 8 WTUs. The Department would also like to have 4 WTUs of assigned time for a faculty member to do community relations in order to set up educational experiences for students doing applied anthropology.

The Department's biggest curricular need is in archeology although all four major areas of Anthropology are important (biological anthropology, prehistory and archaeology, anthropological linguistics, and sociocultural anthropology).

The Department has other resource needs as well including more funding for computer research tools (qualitative research software), more physical storage space for the Museum, and more space for the Osteology laboratory.

The undergraduate major has been growing and now has about 60 bachelor's students. The Department offers GE courses which increases its FTES. The Department also offers five courses online.

The Department had a cumbersome process for measuring student learning outcomes. It was so complex that the data was never analyzed. As a result, the department instituted a new process that is less complex, hopefully making the analysis of data easier. The new assessment plan proposes to collect student learning outcome (SLO) data in four core courses. Rubrics are under development.

The CAPR Report made the following observations in its analysis of the B.A. and M.A. in Anthropology: 1) the Department needs more tenure track faculty to continue to deliver a quality program; 2) the Department needs staffing, assigned time, and space to maintain its independent departmental status (including an ASC staff position, assigned time for the chair, and office space); 3) the Department needs space and support for the Museum, teaching equipment for archeology, ethnographic research, and the Osteology laboratory; 4) the Department needs standard computer research tools in anthropology necessary for teaching; and 5) the Department should prioritize its goals and work assiduously to not stretch themselves any further.

The results of the MOU meeting are as follows:

1. The Department definitely needs more tenure track faculty. According to the Department they foresee needing two additional positions over the next five years. As soon as the university's budget situation improves, the request for additional faculty for Anthropology will have a high priority.
2. The Department has significant resource needs. Although the current budget situation in the university is tight, Anthropology is a department deserving of a strategic investment in order to support a high quality program with hard working faculty.
3. The College will look into the possibility of providing an additional 4 WTUs of assigned time for the Director of the Museum and to the possibility of more space.
4. The Department, with university support, should explore increasing outside revenue through fundraising and grant writing. The Department is encouraged to work with University Advancement and Research and Sponsored Programs.
5. The Department is encouraged to explore interdisciplinary partnerships such as between environmental anthropology and Environmental Studies, and forensic anthropology and the forensic science options in Criminal Justice and Chemistry.
6. The Department is needs to continue its revised efforts to collect, analyze, and use student learning outcome data to improve the program. It is noteworthy that the Department looks favorably upon assessment. At the time of the next five year review, the Department should have an effective assessment program in place.

AVP Carl Bellone and I sincerely appreciate the impressive and important work that Chair Nelson and the productive faculty members of the Department of Anthropology have done to produce valuable research while offering a strong academic programs for students. We'd also like to thank the CAPR members for their time and useful report.

cc: Aline Soules  
Sue Opp  
Jim Okutsu  
Gale Young