

San Jose State University  
Masters in Public Administration  
Fall 2016  
PADM 213: Policy Analysis and Evaluation  
6:00 pm to 8:45 pm Thursday Evenings

Instructor: Fred Keeley  
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Office Hours: By Appointment

Course Description: This course will focus on two aspects of policy analysis and evaluation of the California state budget, including evaluation of policies and programs in the budget context. Thus, there are two foci: study of the processes by which the State budget is formulated, and the tools necessary to assess policy and program effectiveness.

The purpose of public administration is the efficient and effective management of the resources placed in the public trust. A critical element in public administration is the determination of the “best use” of public resources (tax and fee revenue in particular) for the overall good of the broad California community. Certainly, this is a subjective statement, since the understanding of “best use” will be value-based in competing political belief systems. There are some objective tools that allow competing “uses” to be evaluated in a relatively value-free manner. A combination of objective and subjective methods of evaluation is needed to make informed judgments on most State budget topics.

This course includes information on the techniques of policy analysis, and the application of these techniques to public policy issues and programs in the State budget.

Course Goals and Student Learning Outcomes.

Goal: To educate public administration students about public policy formulation and public program development and implementation as it applies to the development and implementation of the State budget.

Objectives:

1. Ensure that the student can apply a variety of tools to public policies and programs, to determine the content of the State budget, and to assure that they comply with legislative intent, background, fiscal impacts, and need for amendment or termination of programs.
2. Ensure that the student understands the governmental environment in which the State budget is developed, adopted and implemented.

3. Ensure that the student can assess elements of the State budget in the context of three concurrent Fiscal Years.

#### Course Content Learning Outcomes.

LO1. Identify and evaluate the major principles of policy and program in the State budget.

LO2. Understand the terminology used in State budget development, adoption and implementation.

LO3. Understand intergovernmental relationships as they impact State budget making, including constitutional limitations and California statutory and political factors.

LO4. Apply methods for evaluation of policy or programs in the State budget as that relates to government agencies, departments, and programs.

#### Course Expectations.

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week, with 3 of the hours used for lecture in a 3 unit course) for instruction or preparation/studying or course related activities, including but not limited to small group consultations, meeting attendance, or other practical applications of student learning as described in the syllabus.

#### Methods.

M1. Methods include independent assigned reading materials, lectures, class discussion, case study projects, document analysis, small group discussion, and a major topic presentation.

M2. Class participation is valued because every member of the seminar is a resource to the group's learning.

#### Required Reading.

California State Budget (Department of Finance)

Legislative Analyst Office --- Budget Overview

Legislative Analyst Office --- Crosscutting Issues

Governor's May Review of the Proposed State Budget

Assembly Committee on Budget, Report on Governor's Proposed Budget

Senate Committee on Budget and Fiscal Review, Report on the Governor's Proposed Budget

Budget "Trailer" Bills

## Classroom Protocol.

It is expected that when students come to class they will give the material their undivided attention. Please ensure that communication devices are on vibrate, and quietly leave the learning space if you MUST take a call during class. Do not engage in any behavior that will detract from a positive learning environment for other students.

## Recording and Sharing.

Common courtesy and professional behavior dictate that you notify someone when you are recording. You must obtain the instructor's permission to make audio or video recordings in class. Such permission allows the recordings to be used for your private, academic purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the content or material in any manner, including web posting or other social or electronic media.

## Academic Integrity.

Students are assumed to know the University's Academic Integrity Policy that is available at: [http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf) Your own commitment to learning, as evidenced by our enrollment at San Jose State University and the University's integrity policy, require you to be honest in all of your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at: [http://www.sa.sjsu.edu/judicial\\_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html) Instances of academic dishonesty will not be tolerated.

## Accommodations.

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please speak to the instructor during the first class meeting. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center to establish a record of their disability.

## Learning Assistance Resource Center.

The Learning Assistance Resource Center (LARC) is located in the Student Services Center, Room 600. The LARC website is: <http://www.sjsu.edu/larc/>

## Writing Center.

The SJSU Writing Center is located in Clark Hall, Room 126. The Writing Center website is: <http://www.sjsu.edu/writingcenter/>

Peer Mentor Center.

The Peer Mentor Center is located on the first floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel at helping students manage university life.

Participation.

Student may be called upon by name to address concepts from the readings. Students should take time to read the materials when they are assigned, and be prepared to actively participate in discussion of the topics. Small group work is a key component of this course, and students are expected to fully participate.

Grading Components.

Participation in class activities and discussion: 20 points

Group Project: 15 points

Final Project Outline/Summary: 10 points

Mid-Term Paper: 15 points

Budget Simulation Paper: 15 points

Budget Simulation: 25 points

Extra Credit.

Discussed at first class session.

Course Calendar (This may be amended based on circumstances as the semester unfolds.)

Week	Activity
1	Introduction. Course review. Brief discussion of California.
2	Federal, state local government relations.
3	Budget Basics: Revenue and Expenditures
4	Budget Basics: Major Program Elements (General Fund vs. Fee-Based)
5	Budget Basics: Who are the Players? When and How to They Play?
6	Budget Basics: Process Through Time. Three Budgets at Once.
7	Group Project Presentations.
8	Mid-Term Examination.
9	Policy Analysis: Governor and Legislature.
10	Proposed Budget and LAO Report
11	Governor's "May Revise"
12	"Budget Simulation" Assignments and Briefing.
13	"Budget Simulation" Papers Due

14	“Budget Simulation” Rules and Protocols.
15	“Budget Simulation” Small Groups
16	“Budget Simulation”

#### About the Instructor.

Fred Keeley is a 1974 graduate of San Jose State University, with an undergraduate degree in Social Sciences.

Mr. Keeley has held many appointed and elected offices in local and state governments. Mr. Keeley was chief of staff to then-Assembly Member (now Congress Member) Sam Farr (D-California), an elected member of the Santa Cruz County Board of Supervisors, the elected Treasurer of the County of Santa Cruz, and an elected member of the California State Assembly, representing the Central Coast of California. In the Assembly, Mr. Keeley served as Speaker pro Tem, the highest ranking member of the Speaker’s leadership team.

While in the Assembly, Mr. Keeley authored the two largest voter-approved environmental bonds in the nation’s history (\$4.2 billion). Mr. Keeley was the Speaker’s crisis manager and major policy architect.

Mr. Keeley serves on the following boards: Working Partnerships USA; Community Foundation of Santa Cruz County; Ocean Champions (Washington DC); and, Sempervirens Fund.

Mr. Keeley teaches at SJSU, CSU Monterey Bay, and at the Panetta Institute of Public Policy.

Mr. Keeley is the Democracy Consultant for the City of Santa Clara, California.

Mr. Keeley lives in Santa Cruz, California.