

Dear Committee Members,

Thank you for agreeing to serve on the Assessment of Student Learning Committee. I have reviewed faculty schedules, and it seems the best day/time for our meetings is on Thursdays around 12:20 pm. This semester we will have three meetings:

Thursday, Sept. 26 at 12:20

Thursday, Oct. 24 at 12:20

Thursday, Nov. 21 at 12:20

Location will be determined at a later date

If you cannot attend at these times, I would like to note that much of our work can be completed via email communication.

Please note that we still need another representative from the College of Education, one from the Library, and one from the Center for Retention and Student Success. I am requesting that Dr. Martin, Ms. Grice and Ms. Noble please appoint/identify representatives from their areas and forward this email to the representatives.

Regarding our goals for this academic year:

For the fall 2013 semester I would like the committee members to review and approve an assessment instrument for online classes.

For the fall 2014 semester I would like the committee members to develop and approve assessment instruments for administrators, much like those used at other universities.

If you would like to change/add to these goals, please forward your suggestions to me as soon as possible.

As soon as I find a meeting room, I will send a reminder about our first meeting as well as the agenda.

Thank you,

T. Lodato