

>>> Stephen Lee 8/20/2009 1:05 PM >>>

Hello all,

In preparation for the WASC visit in October I need your help with two important tasks associated with program review and assessment.

First, similar to the fire drill exercise we did with Sociology at the last chairs' retreat, I need you to inform me where exactly your unit is organizing and storing all of its materials related to program review and assessment. Many departments are actually archiving materials both physically and electronically. If that is the case with your unit please let me know where both forms of the data are stored. I want to be able to make this information available to the WASC visitors.

Second, I want to post electronic versions of the program review and assessment materials (i.e., the annual reports) for every department and program on the College's web site. To that end, I need you to send me in electronic form all of your unit's program review and assessment materials. If those materials do not exist in electronic form please create those forms (i.e., PDF files) by scanning your materials and forward the created files to me. Again, this is part of our effort to provide a centralized point for the WASC reviewers to find our materials. If you need technical assistance with this task let me know.

I know that some of the material I will be requesting from you is redundant (you may have sent it to the office previously), but in the interest of smoothly archiving and posting of all available departmental materials for this new web page I request you send it to me again.

This is a high priority task. I really appreciate your help in dealing with these items.

If you have any questions please feel free to contact me.

Steve

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