

August 2004

Good Afternoon.

Attached you will find an Assessment Inventory Report from the Student Affairs Assessment Committee regarding the Assessment Inventory your department completed in Spring 2003. You may recall that these inventories were collated and distributed to you at the Summer 2003 Student Affairs Retreat.

The committee has set aside two days for each department to meet with the committee as a whole to discuss your assessment plans. Please feel free to bring any additional staff you wish. We have 30 minute blocks available from 1:30pm to 4:30pm on September 15th and 16th. Please contact Andrea at your earliest convenience to schedule your 30 minute session.

The committee has worked very hard this summer to move the assessment process along. We look forward to making this a positive, helpful process, so please don't hesitate to call Russ or John should you have any questions.

Russ  
John