

Copy of e-mail delivered to the Academic Assessment Committee

From: Wakefield, Dr. Gay

Sent: Monday, April 11, 2011 10:17 AM

To: Becker, Dr. Melissa; Dennis, Dr. Jane; Martinez, Dr. Denise; Blaylock, Dr. Karol; Wittie, Dr. Roger D.; Davidian, Ms. Teresa; LATOUCHE, DR. JASON; Newby, Dr. Robert; Monk, Dr. Betty; Rinard, Dr. Bethany D.; Teague, Ms. Kay; Bradley, Dr. Thomas; Sharp, Dr. Jason H.

Cc: Snider, Dr. Larry Dwayne; Burk, Dr. Jill; Pierce, Dr. James; Benavides, Dr. Adolfo; Cawthon, Dr. Don; Minix, Dr. Dean

Subject: Today's Academic Assessment Committee Meeting

Since this week's provost candidate is meeting with COLFA 3:45-4:45 today, today's AAC meeting is cancelled. In lieu of today's meeting, please ...

1) Make sure you have reviewed the April reminders checklist that I sent last week and that you provide your constituents with weekly reminders.

<<http://www.tarleton.edu/academicassessment/documents/Checklist-11Apr.pdf>>

2) Remind your constituents that all findings must be entered into WEAVE by the end of May, so dealing with that data as it is available between now and then will make life much easier; any data already gathered for this year can be entered now.

3) COE and COST representatives, please hound remaining department chairs and program coordinators in your colleges RE getting all' 2010-11 revisions completed "yesterday"; they were due 12/1/10.

4) Please e-mail me the current status for 2011-12 plan reviews and follow-ups with department heads and program coordinators in your college.

Did I forget anything that we need to cover at this point?

Dr. Gay Wakefield

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and

Director of Academic Assessment, Office of Academic Affairs

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“As for the future, your task is not to foresee it, but to enable it.” ~ Antoine de Saint-Exupery (1900–1944), French aviator and writer