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September 15, 2004

BY: .....

TO: Deans, Department Heads and Division/School Directors

FROM: M. Duane Nellis *M Duane Nellis*  
Provost

SUBJ: Submission of Student Learning Outcomes

Due to the transition of personnel that has occurred this summer in the Office of the Provost and the Office of Assessment and Program Review, there are a couple of deadlines related to the submission of student learning outcomes (SLOs) for which you did not receive reminders. Because those deadlines have passed, I want to establish new dates for submission of this material.

In October 2003, former Provost Coffman requested the submission of degree-level student learning outcomes by December 1, 2003. If a degree program submitted SLOs that were not yet finalized or for which the faculty members had not yet officially endorsed the SLOs, then a progress report indicating the expected date of completion and the date of endorsement was to be submitted to the Provost by June 1, 2004. I am establishing a new deadline of **November 1, 2004**, for submission to the Office of the Provost of the finalized degree-level SLOs. Please be sure to include the date on which the faculty members in the program endorsed these SLOs.

In February 2004, a deadline of May 3, 2004, was established for the submission of SLOs for secondary majors, minors, interdisciplinary, and certificate programs. I am establishing a new deadline of **December 6, 2004** for submission of these SLOs to the Office of the Provost.

Each dean received a spreadsheet with the status of the SLOs for all of the degree programs in his or her college at the Deans Retreat. Please refer to that spreadsheet to determine which of your degree programs should submit the SLOs by the respective deadlines.

If you have questions or need assistance, please contact Ruth A. Dyer, Associate Provost, ([rdyer@ksu.edu](mailto:rdyer@ksu.edu) or 2-6224) or Patricia Marsh, Interim Assistant Director of Assessment and Program Review, ([pmarsh@ksu.edu](mailto:pmarsh@ksu.edu) or 2-5712), as they will be coordinating the receipt of this information.

Thanks very much for your cooperation in helping us complete this project.