

To:

Dept.:

From: Cia Verschelden
Director, Office of Assessment

Date: September 4, 2007

Re: Department Head Survey for UGE Course(s)

A description of the UGE Course Survey review process, the timetable for this Fall, and the list of courses from your department, was provided in a letter from Peter Mudrack dated August 24, 2007. His letter described how the UGE Council periodically reviews UGE approved courses to ensure that UGE guidelines continue to be utilized in those courses. During the review process, information is collected from Department Heads, instructors, and students.

The following course(s) in your department has/have been selected for review:
(Reference Number:).

Enclosed is a short “*Department Head/Chair Survey*” that **must** be completed for each UGE course under review. A copy of the original approved UGE course proposal is also enclosed. Non-compliance (i.e., non-participation) by faculty and instructors at any stage in the review may negatively impact the review of the UGE course(s).

The paper survey (enclosed) needs to be returned to the Office of Assessment, 226 Anderson Hall.

“*Department Head Surveys*” are due **September 28, 2007**.

If you have questions about the survey process, please contact Steven Hawks (sjhawks2@ksu.edu) or Cia Verschelden (cia@ksu.edu) at 532-5712.

Thank you for your cooperation in this process.

Enclosures