

To: «Instructor»

Dept «Course»

From: Cia Verschelden
Director, Office of Assessment

Date: September 4, 2007

Re: Your UGE course(s) selected for review.

Your course(s) «**Course_Code**» «**Course_Title**» (Reference Number «**Ref_**») has been selected for review. Enclosed is a short “*Instructor Survey—Part I*” that **must be completed** by the instructor for each section of the UGE course under review.

The “*Instructor Survey—Part I*” is intended to assess the UGE components that you plan to incorporate into your course.

Please return the “*Instructor Survey—Part I*” to 226 Anderson Hall by **September 28, 2007**.

Part II of the survey (completed later in the semester) asks you to report on the UGE components that were *actually* used, emphasized, or implemented throughout the semester.

Non-compliance (i.e., non-participation) will be documented and will negatively impact the review of your UGE course.

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

Thank you for your cooperation during this process.

Enclosures