

**Frances Lozano <flozano@gavilan.edu>** 10/13/16

to Nicole, Debbie, Enrique, Jennifer, Jane, Christina, Scott, Ken, Professor, Arturo, Rey, Patrick, Denise, Kelly, Monica, Grant, Tim, Maria, Dahveed, coler, Nicholas, Albert, David, John, bcc: Fran

Hello Everyone,

In preparation for our Division meeting on October 19 at 3:30 in the Theatre, I am sending you the list of courses that need to be assessed this year. Some of these lists are rather long, and if you have actually assessed the courses but haven't posted the results, just let me know and we can get that part of the process completed. During the presentation on October 19, Peter Wruck will be talking about ways of streamlining this process, and you may find that you want to make changes because of what he says. With all the above in mind, I'd like to ask you to fill out the attached sheet for your department and submit it to me by Wednesday, October 26, with the following information:

1. a check mark next to any course that will have SLO revision
2. the name of the assessor
3. the date assessment will be completed

If you are a department chair for a multi-disciplined department, please work with your discipline faculty. Some of you have new folks who will need some guidance, such as Monica Herzi and Tim Ahlin in Fine Arts and Nick Park in Social Sciences, so please be sure to work with these folks. I am hoping that the process will be much more meaningful and painless this year as we hear what Peter will lay out.

Many thanks!

Fran