From:	DRAKE_VICKI
To:	SULLIVAN_LINDA; RUDOLPH_ROBERT
Cc:	LEBLANC_ERICA; DRAKE_VICKI
Subject:	Events and Facilities Scheduling Six-Year report revise
Date:	Wednesday, November 14, 2018 8:26:16 AM
Importance:	High

Hi Linda and Rob,

Thank you for coming to the meeting yesterday. I know it wasn't the most pleasant experience, especially since we are asking you to revise your report and re-submit. You won't need to meet with us again; although, the committee will review your revised report once it's complete.

I have gone into CurricUNET and 're-opened' your report for you so you can make the revisions. Erica and I would like to meet with you during the Winter session 2019 to answer any questions and assist you in the rewrite process.

We gave you some suggestions yesterday such as including data and analysis, working on developing Unit Outcomes, as well as completing some of the sections marked 'N/A" (Section F – Community Engagement – in particular). You indicated you did have some data results yesterday and can use those in your "Program Evaluation" (Section C). Additionally, you can also start completing Section F (Community Engagement) now, if you like.

If you have any questions, please don't hesitate to contact Erica or me. We are happy to help you in any way we can.

Vicki

Vicki G. Drake
Professor Geography
Earth Science Department