

May 13, 2010

Fiona Doyle, Vice Chair, Academic Senate  
Keith Gilles, Dean, College of Natural Resources  
Benjamin Hermalin, Representative, Budget and Interdepartmental Relations  
Donald Mastronarde, At Large Representative, Academic Senate  
Deborah Nolan, Professor, Department of Statistics  
Jeff Reimer, Chair, Graduate Council's Advisory Committee for GSI Affairs  
Steven Shortell, Dean, School of Public Health  
Shel Waggener, Associate Vice Chancellor, Office of the Chief Information Officer  
Shelly Zedeck, Vice Provost, Academic Affairs and Faculty Welfare  
Pam Berkeley, Representative, Graduate Assembly  
Robin Greving, Undergraduate Student Representative  
Andrew Stokols, Undergraduate Student Representative

Re: Online Course Evaluation Steering Committee

Dear Colleagues,

At the recommendation of the joint Academic Senate-Administration Teaching Evaluation Task Force and in consultation with the Council of Deans, EVCP Breslauer has decided to move forward with the design and implementation of a campuswide online course evaluation system. To this end, he has asked me to serve as executive sponsor for this initiative and to lead an executive steering committee to provide campuswide leadership and direction for this effort, as well as to charge a staff working group to oversee its implementation.

I would like to invite you to participate in the Online Course Evaluation Steering Committee. This group will bring together senior campus administrators, as well as representatives of the Academic Senate, to establish high level goals and to create clear leadership and campuswide buy-in for this effort. It will be staffed by Director of Educational Technologies Mara Hancock and Assistant Vice Provost Cynthia Schrager, who will also serve as liaisons to the staff implementation working group. Additional staff support will be provided to ensure the success of this critical campuswide initiative.

The group met once during Spring Semester 2010, and will meet once or twice a semester until after the new system is released in Spring Semester 2011.

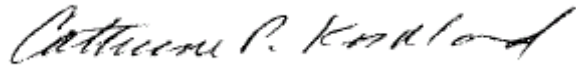
Its key charge will be to (1) provide overall direction and leadership to the initiative to ensure its success; (2) to provide ongoing guidance and input to the staff working group and on the design and implementation workplan; (3) to advise on changes to policy and procedures related to the evaluation of teaching on campus; (4) to ensure that the system meets the needs of multiple campus stakeholders and users and is successfully integrated with our academic and business practices.

Many across the campus have recognized the need for a centrally supported online course evaluation system for many years. Several factors, including the budget impact on departmental

staff who are doing more with less, the clear demand for better data to aid better decision-making at all levels, and the recognition of the strategic need to leverage common services for the greater good of the campus, have converged to spotlight this as a timely and critical campus project.

We sincerely hope that you will agree to help us to make this project a success. There is no need to respond to this letter unless you are unable to serve.

Best regards,

A handwritten signature in cursive script that reads "Catherine P. Koshland".

Catherine P. Koshland  
Vice Provost, Teaching, Learning, Academic Planning, & Facilities