Dear XXX,

On behalf of the Assessment Panel of the Arts and Sciences Curriculum Committee (ASCC), I would like to thank you for the GE Assessment Report that was submitted recently for COURSE 1234. The Assessment Panel reviewed that report at its meeting on DATE, and concluded that the GE assessment activity was effective and commendable, and that the GE Assessment Report included all parts that had been requested.

In particular, the Assessment Panel recognized the following strengths in your report:

1) The sources of assessment data were described clearly (including prompts for essay questions, if those were used);

2) The data collected were appropriate to evaluate student performance relative to the Expected Learning Outcomes for the XXXXXX GE Category; and

3) The report explained the steps that have been taken – and will be taken in the future – to improve student learning of the GE Expected Learning Outcomes for this category based on evidence collected during this assessment activity.

The Assessment Panel and the ASCC appreciate your thoughtful efforts and thoroughness in performing this assessment. We encourage you to view GE assessment as an ongoing process, in order to improve the quality of our GE program overall and to enhance student learning.

 Sincerely,

 Chair, ASCC Assessment Panel