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 had provided valuable information. However, the Assessment Panel also noted that the GE Assessment Report did not address one or more of the topics included in the original request for this report; as a result, the Assessment Panel could not determine if those topics had been included in the assessment.

In particular, the Assessment Panel reviewed your GE Assessment Report for inclusion and completeness of the following components:

1) A clear description of the source(s) of assessment data (including prompts for essay questions, if those were used);

2) An explanation of the data used to evaluate student performance relative to the Expected Learning Outcomes for the XXXXXX GE Category. This includes showing examples of high, intermediate, and low performance, with the level of performance clearly labeled on each; and

3) An explanation of 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.

Based on its review, the Assessment Panel noted that information for Component(s) XX and YYY was(were) missing from your report, or that the presentation(s) of Component(s) XX and YYY should be strengthened. As a result, you will need to include that/those component(s) in your ongoing GE assessment of this course, and to address that/those component(s) more explicitly in future GE Assessment Reports.

The Assessment Panel and the ASCC appreciate your work in performing this assessment, and ask that all portions of the Assessment Report request be addressed in your future GE Assessment Reports. 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