

Dear Professor Brown,

In an effort to continually improve undergraduate education and comply with a request by our accrediting agency, UIC has implemented a general education assessment process. Every semester, a small sample of general education courses is being selected to share how they teach and assess students' learning of general education competencies by completing assessment forms. AAST 104 and AAST 250 are scheduled to complete the general education assessment in spring 2012. We only need one section to complete general education assessment forms for each course.

We would like to schedule a brief meeting with you to discuss the general education assessment process and select the most appropriate sections/instructors to complete brief general education assessment forms for the course. Jen Sweet, from the Office of Programs and Academic Assessment, will contact you in the next week to schedule a meeting.

If you met with staff in the Office of Programs and Academic Assessment in fall 2011 regarding this process, you do not need to meet again this time. Jen will send you a list of courses/sections that will complete general education assessment in spring 2012, so you can select the most appropriate section(s) to participate in this process. If you met with assessment staff in fall 2011, but would still like to schedule another meeting to clarify the process, please contact Jen Sweet ([jmsweet@uic.edu](mailto:jmsweet@uic.edu)).

Thank you,

Barbara Ransby  
Interim Vice Provost for Planning and Programs