


MEMORANDUM

Date: August 25, 2006
To: Faculty and Staff, Academic Affairs
From: Bob Herbert, Provost 
Subject: Academic Review and Planning Process

Preparatory activities for the Academic Strategic Plan need to begin immediately. I appreciate all of the input that we have received in anticipation of this project, and I look forward to working with you as we shape our strategic plan.

The Office of Institutional Research has prepared a CD with the program review templates and the relevant data for each department in the University. Please use these templates and data as you engage with the program/department review and planning process.

I realize that our activities for the year represent an ambitious agenda. Let me thank all of you in advance for your hard work: your roles in keeping the process on track will be critical to its success. I will be happy to meet with you or with individual departments/colleges to discuss further.

With thanks.

cc: President Sweet