Self-study Feedback Email

Donna Burns

Subject: Continuing Education 2012 Self-Study Report Draft

To: Lisa Reaper

From: Donna Burns

Date: 12/5/2011 10:08 PM

Hello,

On behalf of Mt. SAC Continuing Education, it is my pleasure to share the draft of our 2012 Self-Study Report to WASO/ACS in preparation for the March site visit.

The draft is the result of a collaborative effort among faculty, classified staff, and administrators who together served on 11 different Program, Standard, Leadership, or Faculty teams. Additionally, our Advisory Group, which has an ongoing role in our PIE planning, provided guidance and will be working with the Self-Study in January to assure alignment and integration of the Action Plan chapter with our division and unit PIE plans.

We would greatly appreciate your feedback on the document. In the interest of time and accuracy, please respond using email or Word. In order to keep to our schedule for final edits, layout, and submission to College leadership and the Board, we need to hear from you by December 16, 2011.

Because our Marketing Department will be giving this a professional look, we don’t need your feedback in the area of formatting.

Thank you for giving this your attention, and we look forward to hearing from you.

Cordially,

Donna

[Attachment: Continuing Education Self-Study Draft 12_4_11.pdf]