

Memorandum

DATE: September 3, 2007

TO: Dick Whipple, Curriculum Committee Chair

FROM: Hector Gonzales, Dean of instructional Services

SUBJECT: 2007-2008 committee charge regarding attendance policy

Based on research done last year by the PPP Committee, multiple attendance policies exist in different policy areas. Further, given the universally accept importance of class attendance to success, more should be done to encourage student attendance especially during the crucial first weeks of class. To these ends, I charge the committee as follows:

1. Develop a single attendance policy that will satisfy institutional needs.
2. Develop a systematic way to monitor and report class attendance for a minimum of the first four weeks of the semester.

Planned implementation is Fall 2008.

Thank you for your cooperation.

Cc. Julie Thomas, Director of Institutional Effectiveness