

## Memorandum

DATE: September 3, 2007

TO: Dr. Mitchel Burchfield, Developmental Education Committee  
Chair  
Dick Whipple, Curriculum Committee Chair

FROM: Hector Gonzales, Dean of instructional Services

SUBJECT: 2007-2008 committee charge regarding assessment of potential students for online instruction.

Based on research and work done last year by the Developmental Education Committee, a College Success Skills course must be developed and presented to the Curriculum Committee. Because of the complex nature of this task, I have decided that a new ad hoc committee should be formed with three members from each of your committees. By noon Friday September 14, 2007, nominate your committee's representatives and provide their names to me. I will name co-chairs of the College Success Skills Committee from the lists provided. The charge to the College Success Skills Committee is as follows:

1. Review and revise as needed the outcomes of ORIE 0100 and submit changes to the Curriculum Committee.
2. Develop list of outcomes for the new College Success Skills course.
3. Develop a new developmental course that contains both the ORIE 0100 outcomes and the College Success Skills outcomes above. Submit as a new course to the Curriculum Committee
4. Provide pilot sections in Spring 2008 with full implementation by Summer 2008.

In order to meet this schedule, I expect the new course application to reach the Curriculum Committee at their regularly scheduled November meeting.

Thank you for your cooperation.

Cc. Julie Thomas, Director of Institutional Effectiveness