

Memorandum

DATE: September 3, 2007

TO: Diane Underwood, Online 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 done last year by your committee, students wishing to take an online course should be assessed for suitability. To this ends, I charge your committee as follows:

1. Develop or choose an online assessment tool to determine the suitability of a student to take an online course.
2. Develop a systematic way to monitor and report compliance.

Planned implementation is Fall 2008.

Thank you for your cooperation.

Cc. Dick Whipple, Director of Curriculum and Instruction
Julie Thomas, Director of Institutional Effectiveness