Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department CC Liaison),

On behalf of the General Education Course Coordination Working Group members and myself, I would like to thank you for your collaboration in working on departmental course coordination workshops and related responsibilities in the Fall 2015 semester. This was an important and challenging task, which required communication with people both inside and out of your department and leadership within your department.

We recognize that this is a two year commitment as part of a continuous cycle of defining, delivering, refining, and sharing effective course coordination practices with the School and General Education Committees. With your help and hard work we are on track to achieve our goal of designing a college-wide framework that supports course coordination and to integrate selected General Education Student Learning Outcomes in each course.

(Optional: Personalized Note)

A gentle reminder that if you are still working on completing the workshop, please send us the Workshop Form and Workshop Surveys when you have finished.

With sincere gratitude,

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