

Dear [to be filled in],

I hope this email finds you well. I am contacting you as a member of the course coordination working group of the College's General Education Committee. The working group is requesting the response of department chairs to the attached short questionnaire in order to determine the current course coordination practices in your department.

This questionnaire is the first step towards reaching the goal of designing a college-wide framework that supports course coordination and integrates selected GenEd Student Learning Outcomes in each course.

I have been asked to meet with you at your earliest convenience to administer the attached questionnaire. I will call your office to set a time to meet between February 13 – and March 3. If you prefer, your response to the attached questionnaire may be completed electronically and returned to me by email. Please let me know if you have any questions. Your assistance is appreciated.

Regards,  
[to be filled in]