

July 31, 2007

Dr. Richard Chapman, Provost
Francis Marion University
Florence, SC 29501

Dear Richard:

Institutional effectiveness procedures and reports at Francis Marion University frequently lead to changes and adjustments in curriculum and instruction. In order to coordinate more effectively those changes and adjustments brought about by the institutional effectiveness process, I am hereby appointing the "Provost's Assessment Work Group."

The work group will consist of the Provost, the Chair of the Faculty, the Vice President for Administration, the Director of Institutional Research, the Chair of Institutional Effectiveness Committee, and the Chair of the Academic Affairs Committee. The group will review institutional effectiveness reports, including the General Education report, and any accreditation-related reports and will develop plans for channeling any recommended changes and adjustments through the faculty governance system. The Provost will serve as Chair.

The Provost's Assessment Work Group should meet at least once each summer, when institutional effectiveness reports are available, and may meet more frequently if necessary.

Sincerely,

Fred Carter
President

cc: Dr. Ken Autrey, Dr. Charlene Wages, Dr. Mike Jordan, Dr. Lisa Eargle, Professor Keith Best