To: Melanie Fox
From: Bill Haggard
Date: November 14, 2011
Subject: Feedback on ‘09-‘11 IE Report

First, I would like to acknowledge the review done by you and Nancy Yeager during June of 2011 and commend you on the revisions made to your ‘09-‘11 report based on the results of that review.

After my review of your report, I would like to share the following comments:

- Your unit’s assessment work demonstrates a genuine desire to ask questions that will help it improve.
- In your Action and Follow-up sections, please be more specific about planned actions. For instance, on page one, please give examples of collaborations.
- In your Action and Follow-up section on page 5, you need to be more specific about “engraining the employment rubric into the daily work of the RAs.” What does that mean?
- Overall, I think you submitted a very clear, purposeful, and focused report.

Please prepare a brief response for me about how you will incorporate (or have already addressed) my feedback in the preparation of your ‘11-‘12 report. Please send that response to me by the end of the day on November 30.

Thank you.