

April 29, 2010

Dear Colleagues:

As we approach the end of the semester, we wanted to clarify where we are in the academic planning process and which materials are to be submitted to the Academic Planning Committee by May 31.

As we hope you are aware, the criteria developed by the committee are currently making their way through the governance process. If you have not yet looked at the criteria, they are posted on the web at <http://www.salemstate.edu/8195.php>, along with copies of all committee minutes and any other planning materials. You are welcome to submit comments to any of the governance committees. You can track the progress of any proposal or see when committees are meeting by checking on the governance web page (<http://www.salemstate.edu/9868.php>). The tracking number is 10:263.

The Academic Planning Committee is currently working on rubrics to correspond with the criteria that are going through governance. To help in their efforts, and to help keep the process moving forward over the summer, the Committee requests that you submit your commentary on the 5-years of program statistics provided by Academic Affairs. The Academic Planning Committee will review and provide feedback on the departmental reports so that chairs will be able to revise their final report before the Faculty Review teams examine the reports.

You currently have data on your department's enrollment trends, credit hours generated, and graduates. Specifically, you have available:

- Enrollment by course and section fall 2004-spring 2009
- Undergraduate enrollment by major and concentration fall 2004-2008
- Undergraduate enrollment by minor fall 2004-2008
- Undergraduate degrees awarded AY 04-05 to 08-09
- Graduate enrollment by degree program 2004-2008 (if applicable)
- Graduate degrees awarded AY04-05 to 08-09 (if applicable)

We are looking for your commentary on these enrollment trends by May 31. While your commentary may take many forms, we are especially interested in any information that will help the committee place your program trends in context. For example, has a program been recently approved and is building enrollments? Have you recently combined or phased out any programs? Does your department provide heavy service to other programs? Are you in the midst of implementing changes from your last program review or accreditation visit? Your comments should be submitted to Chair Mark Fregeau on behalf of the Academic Planning Committee by May 31.

If you have any questions, please don't hesitate to ask.

Sincerely,

Mark Fregeau

Kristin Esterberg