m e m o r a n d u m

To: Dr. Edythe M. Abdullah, President

From: Dr. Susan Gaulden, Coordinator of Planning for Institutional, Program, and Student Learning Outcomes Assessment

Date: April 5, 2011

Subject: Employee Recognition for Participation on SLOAT ‘gifts’

As per our conversation on Friday, 04/01/2011, I would really like to acknowledge the hard work and dedication of the members of the Student Learning Outcomes Assessment Team (SLOAT). You graciously offered to host a lunch for SLOAT, but after some thought I would like to propose the following relatively inexpensive alternative:

Our final Spring 2011 SLOAT Status Check Meeting is scheduled to be held on Thursday, 04/28/2011, during College Hour (2:30 p.m. – 3:45 p.m.). I will order some simple refreshments for this meeting, which will be a treat since we do not usually have snacks at our status check meetings.

I would like for you and/or Dean White to attend the beginning of the meeting and thank the SLOAT members for their efforts as well as deliver words of encouragement as we continue to build upon this very important ECC undertaking. I would like to present each SLOAT member with a token gift (see attached item from the Baudville catalog, a TEAM note cube & pen gift set that costs $11.95 each for a total cost of approximately 30 x $11.95 = $358.50) and a personalized Certificate of Appreciation (see attached item from the Baudville catalog, a pack of 50 certificates costs $29.95) during a short, informal ‘ceremony’. Thus, the total cost excluding tax & shipping/handling is $388.45.

After the brief ‘ceremony’, the publishers I invited to the SLOAT meeting will present the online/technological resources available for assessment to our team.

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Please let me know your thoughts on my proposal and, in the case that you agree to the above-suggested purchases, please sign off (and enter a budget number) on the PR form attached to this memorandum and forward it to Purchasing.