MEMORANDUM

# ***To:*** ENG 101 Instructors

***From:*** Richard A. Bogart,

 ENG 101 Coordinator

***Date:***  March 23, 2011

## Re: Student Learning Course Outcomes Evaluation -- Research Paper

Thank you so much for your on-going support of the Essex County College assessment process of the attainment of the Student Learning Outcomes of its ENG 101 course. One of the first courses to be assessed will be ENG 101.

I have asked you, to date, to respond to two “Outcomes Assessment Surveys” for your students’ essay writing. The response to the requests has been excellent and I am very grateful for them.

With this memo, I am asking all full-time and adjunct faculty teaching ENG 101 to once again fill out an “Outcomes Assessment Survey,” this time regarding the documented research papers submitted in the course. I have attached five copies of a survey of elements that are expected on a research paper submitted in ENG 101.

As with the short papers, I am asking you to take the research papers of your first five students, alphabetically and review each paper for the expected outcomes. Again, please fill out an “Outcomes Assessment Survey” for each of the five students’ papers and return the five forms to me by Friday, April 22, 2011..

Again, please maintain anonymity by not including either your name or the students’ names on the form. Simply give the information requested.

The results for all of the ENG 101 sections will, once again, be compiled and examined together. I remind you that this effort is not intended, in any way, to single out classes, students, or instructors, but to be viewed divisionally in terms of overall performance.

I greatly appreciate your continued involvement in this effort, vital to the continued success of our students and the functioning of the institution.

Please see me with any questions regarding this matter.

cc: Dr. Joao Sedycias,

 Chair / Humanities

 Dr. Susan Gaulden

 Chair / Student Learning Outcomes Committee