

Dear Mr. Ryder,

Our meeting on Tuesday, May 20th proved to be a very productive step toward strengthening and Edu-Tech University's General Education program. In addition to garnering a better understanding of why the program requires strengthening, we were successful in organizing several important subcommittees to get the work started. Karen Forrester will head the subcommittee responsible for handling student and faculty surveys, while Lauren Gardner will head the subcommittee that will draft the initial proposal for the Academic Vice President's office. In addition, Hank Smith will head a third subcommittee that will evaluate the effectiveness of alternative approaches.

We will meet again on Thursday, May 29th for these committees to present their initial reports. I sincerely appreciate the good will and willingness to serve that each of you have shown me.

Thank you again.

Best regards,

Jane Cardenas