Dear Department Chairs,

In order to maintain records and appropriate documentation for our College and NCATE process, the NCATE Steering Committee is asking that you or your designee forward any minutes from your Department meetings and minutes from other appropriate committees or activities that might relate to program improvement to ncate@unlv.edu. This is an e-mail account we have established to receive any information that may be pertinent to NCATE. Presently, this is a temporary solution until the College establishes other systems to collect these. We will be working with the Dean’s office to transmit data to the College website as this continues to be redeveloped.

I will be happy to meet with individual chairs to discuss further and to provide guidance as to the kinds of information that would be most helpful.

Thank you so much for your help.

Sincerely,

NCATE Steering Committee

Patti Chance, Chair

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