



Pittsburg State University

OFFICE OF THE PROVOST

April 21, 2011

TO: COMMUNICATION TASK FORCE

Shirley Drew, Co-Chair	Mark Arbuckle, Co-Chair
Tom Box	Christel Benson
Duane Whitbeck	Rhona Shand
Ann George (from Faculty Senate)	
Jonathan Dresner (from Faculty Senate)	

Dear Task Force Member:

As you are aware, as a university community, we are highly committed to the assessment of student learning. To further this initiative, a University Assessment Committee was established several years ago. In addition, we have selected participation in the Higher Learning Commission Assessment Academy as our quality improvement pathway as we seek affirmation of our regional accreditation with HLC in 2013. As part of this effort, we are working on assessment of student learning in the core of general education as well as in selected co-curricular areas. Thus far, two task forces have been established in the areas of Writing and Math. We now need to organize the task force in the area of non-written communication.

The communication task force will examine the existing structure of non-written communication instruction at Pittsburg State University and propose effective changes that are in keeping with the institutional goals of quality education linked to effective methods of ongoing assessment. Specifically, following are objectives which I expect will be accomplished by this task force:

1. Study non-written communication instructional models at other institutions.
2. Develop a working definition of non-written communication at PSU.
3. Develop a non-written communication instructional model for PSU that incorporates the needs of general education as well as the academic departments.
4. Partner with the Assessment Committee to develop an appropriate assessment program to help support the instructional model.
5. Make any necessary recommendations that should be considered by the Faculty Senate General Education Committee.

This task force will be composed of representatives from all colleges drawing from faculty and administration. Two members who currently serve on the Faculty Senate General Education Committee will be appointed by the Faculty Senate president. The task force will be co-chaired by faculty members designated by the Communication Department: Dr. Shirley Drew and Dr. Mark Arbuckle. Dr. Bob Wilkinson will serve in an ex-officio role on this committee as will one of the co-chairs from the Writing Task Force.

Members should be identified by the end of the Spring 2011 semester so the task force can begin work at the outset of the fall semester. The task force will convene over three consecutive semesters commencing with the fall 2011 semester. A written report is due to the Provost by December 1, 2012.

You have been suggested for membership on this very important task force, and I hope you will accept this responsibility. Unless you contact my office to decline this opportunity by this coming Friday, April 22, I will assume you are willing to serve, and your next contact will be made by the co-chairs.

Sincerely,

A handwritten signature in cursive script that reads "Lynette J. Olson".

Lynette J. Olson, PhD
Provost and Vice President for Academic Affairs

cc: Dr. Bob Wilkinson (Ex-officio) Dr. Bobby Winters
Dr. Jan Smith Dr. Don Judd/Dr. Janet Zepernick