



Pittsburg State University

OFFICE OF THE PROVOST

February 15, 2013

Dr. Shirley Drew
Dr. Mark Arbuckle
Department of Communication
Pittsburg State University

Dear Dr. Drew and Dr. Arbuckle:

Thank you for your leadership of the Oral Communication Task Force during the past year. I am grateful for the time you devoted to the examination of non-written instruction at Pittsburg State University and strategies for the assessment of student learning related to this important aspect of General Education. Thank you also to the work of other members of the Task Force. Your work is complete, and I look forward to reviewing results of the implementation of your recommendations.

I received your report and met with you as chairs of the Task Force on January 18, 2013, for clarification of some aspects of the report, time frame and anticipated needs for the future. Dr. Patricia Lindley, Director of Assessment, joined this meeting. Based on the written report as well as our meeting this past month, I anticipate the following:

- A pilot of the method for student learning assessment in oral communication will be completed during the Spring 2013 semester.
- Data will be gathered and ready for distribution as well as analysis in 2014.
- The rubric, which was developed by the Task Force, will be presented to Faculty Senate when it has been finalized.
- Should the assessment work become so burdensome for current staff due to expansion into coursework beyond COMM 207, a request will be made to the Provost for appropriate staffing.

Thank you again for your leadership and the important work of the Task Force. If you want to discuss this further, please do not hesitate to let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynette J. Olson".

Lynette J. Olson, Ph.D., CFLE
Provost and Vice President for Academic Affairs

cc: Dr. Tom Box Ms. Christel Benson
 Dr. Ann George Dr. Jonathan Dresner
 Dr. Duane Whitbeck Ms. Rhona Shand
 Dr. Pat Lindley Dr. Jan Smith