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Office of the Dean
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June 10, 1996

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MEMORANDUM

TO: Robert Gaines, Mathematics
George Barisas, Chair

FROM: Dean Jaros, Associate Provost 

Subject: Program Review and Institutional Response

Enclosed find a draft institutional response (IR) to the program review document. It is based on my own reading of the self-study as well as the comments of the college dean (if that person chose to participate), the Graduate School, and the Office of the Vice President for Research. Those comments are also enclosed.

If you find the draft IR satisfactory, please let me know and we will forward it along with the self-study document to the Board and Commission. On the other hand, the Department and/or College Dean can take this opportunity to comment on or suggest changes in the draft IR. In this case, there are two options: If suggested changes are to be of an editorial nature or if they address only straightforward matters of fact, we can schedule a small meeting-- College Dean, department head, self-study committee chair, and me--or some subset of these. If more extensive discussion is necessary, we can arrange a longer meeting to include in addition the full department self-study committee and those (from Office of the VPRIT, Undergraduate Studies, Graduate School) who have read and commented on the self-study.

Please let us know if you wish to have a meeting and, if so, who the departmental or College representatives would be. Janie Richmond in my office will arrange a time and place as appropriate.

Keep in mind that we must send the self-study and the final version of the IR to the Board no later than August 1. As always, the program review process causes a bit of a schedule crunch; we would therefore appreciate a response as soon as it is convenient.

Thanks for your help.

DJ/jr

Enclosures

xc: John Raich, College of Natural Sciences ✓
R. Smith, Vice President for Research Office
A. Cook, Graduate School Office
D. Clark, Provost Office