

**MEMORANDUM**

**TO: J. Granito, H. Mettee, V. Phillips, A. Stocks, M. Janosik, J. Zupanic, B. Brothers, J. Scanlon, C. Anderson, P. Kasvinsky, M.**

**FROM: Dr. Joyce Feist-Willis**

**DATE: May 11, 1995**

**RE: Meeting for May 18, 1995**

There will be a meeting of the Academic Planning Committee on **May 18, 1995 at noon** in **Room 2057** of **Kilcawley**. The Institutional Assessment Plan will be the only agenda item. A copy of this draft document is enclosed if you were not at the May 11th meeting when it was distributed. Please read the document placing particular attention on pages 4 through 12. Come to the meeting prepared to discuss, voice concerns, make suggestions, ask questions.....This meeting will be an important meeting. Please make plans to be there if at all possible.

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**MAY 12 1995**  
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