

August 26, 2002

«FirstName» «LastName»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «FirstName»:

Last spring you indicated your ability to serve on the 2002-2003 Teacher Education Program Assessment Committee (TEPAC). Thank you for your willingness to participate. The committee is designed to assist the Teacher Education Program at the University of Minnesota, Morris (UMM) to continue to meet the accreditation standards of the State of Minnesota's Board of Teaching and the National Council for Accreditation of Teacher Education. In Fall 2001, we went through an intense—and successful—accreditation review. We are now anxious to continue the processes that will further enhance the success of our program.

A key element of the accreditation process was the development of an assessment plan that includes collaboration and input from a variety of sources. The development of TEPAC was one part of the plan's efforts to meet that goal. TEPAC, scheduled to meet once or twice per year, will be one way to gather such input. As a member, you will join UMM faculty and staff members, teacher education candidates, and school district personnel. The multiple perspectives and areas of expertise will provide invaluable input to the assessment process. We appreciate the unique contributions you will make.

TEPAC will meet for the first time this fall. Indicated below are several possible meeting times. Please indicate which date works the best for you. If more than one date are available, please rank them in your order of preference. Also indicate how you would like us to contact you—by mail, phone, or email—and provide the relevant information. Then, return this sheet to me, using the enclosed envelope, or email me at pagem@mrs.umn.edu. I will contact you soon after with the date, time, and agenda. In the meantime, please feel free to contact me with your questions or comments. If your circumstances have changed and you are no longer available to meet with TEPAC, please contact me. Thank you again for your valuable assistance in our work of preparing teachers to serve all children.

Sincerely,

Dr. Michelle L. Page
Assistant Professor of Education
Coordinator of Secondary Education

Name: _____

Please check and rank the times you are available to meet with TEPAC:

_____ Monday, September 16 @ 6:00 PM

_____ Tuesday, September 17 @ 4:30 PM

_____ Wednesday, September 25 @ 4:30 PM

_____ Thursday, September 26 @ 5:00 PM

_____ None of these dates work for me. I suggest the following date and time:

I prefer that you contact me by:

_____ Phone. My daytime phone number is _____

_____ Email. The email address I check most frequently is _____

_____ Mail. My mailing address is _____