February 17, 2009

To: High School Principal

From: Cheryl Williams
       Course Evaluation Coordinator
       Office of Institutional Research
       University of Connecticut

Re: Early College Experience Course Content Evaluations

The Early College Experience Program of the University of Connecticut would like to have your cooperation in meeting a portion of its needs for ongoing accreditation and course improvement. The ECE Program has asked the Office of Institutional Research to conduct the survey and compile the aggregated results for use in this process. Please be assured that no individual class or high school results will be released. Only the course summary results for all high schools across the state will be released if there at least five classes (for instance CHEM 127Q). The summaries will also be released by course level and department (ENGL, MATH, BIOL, CHEM) if there are five or more classes responding. The Course Content Survey will be sent via Fed EX to your school during the weeks of March 23, 2009 through March 30, 2009. The ECE Site Representative will then give the survey packets to the individual teachers responsible for the classes. Once the surveys are completed by the ECE students, they will be returned in sealed envelopes to the Site Representative and will be sent back to the Office of Institutional Research via Fed Ex. I have attached a copy of all the materials enclosed in the packet.

If you need more information, please do not hesitate to contact me at (860) 486-1910 or via email at Cheryl.Williams@UConn.edu.

Attach/cc Site Rep.