**Attachment 1- Welcome Letter to Student Members (*mail or email)***

**QUEENSBOROUGH COMMUNITY COLLEGE**

## The City University of New York Committee on Assessment and Institutional Effectiveness

Date

Dear and ,

I wanted to welcome you both to the Committee on Assessment and Institutional Effectiveness as our student representatives. As you may know, our committee is responsible for reviewing and evaluating summary reports describing initiatives to assess student learning from academic departments, academies and academic programs of the college.

Due to the sensitive nature of our committee involving student learning and assessment, and related departments, we expect your cooperation as relevant observers but non-voting members of our committee. You are also more than welcome to contact me to discuss or ask any questions you may have concerning the committee.

Thank you once again for volunteering your time to us, Sincerely,

 , Chair

Committee on Assessment and Institutional Effectiveness

**Attachment 2- Welcome Letter to Elected Members (*mail or email)***

**QUEENSBOROUGH COMMUNITY COLLEGE**

**The City University of New York Committee on Assessment and Institutional Effectiveness**

Date

Dear Committee Members,

I wanted to take a moment to welcome you to the Committee on Assessment and Instructional Effectiveness. As a standing committee within the Academic Senate, I hope you find the time that you serve with us interesting, fulfilling, and meeting your expectations.

Feel free to visit the Governance website to review the guide for our committee. This guide will give you an overview of what we do and our responsibilities. You can locate the guide on the [Committee on Assessment](http://www.qcc.cuny.edu/Governance/academicSenate/aie/documents.html) [and Institutional Effectiveness page](http://www.qcc.cuny.edu/Governance/academicSenate/aie/documents.html) at the bottom of the page, please click on *Documents and Articles*, where you will find the Committee Guide.

Finally, as a new member you are invited to begin with the committee immediately. Our next Committee meeting will be held on at am in the . Please confirm your attendance with the secretary. If you are unable to attend this meeting I will look forward to meeting you when you join us in .

If you have any questions or concerns about the committee or meeting, please do not hesitate to contact me either by email or my direct line listed below.

Thank you and congratulations once again. Sincerely,

 , Chair

Committee on Assessment and Institutional Effectiveness

*(extension)*

**Attachment 3- End of Term Thank You Letter for Participating Members (mail or email)**

**QUEENSBOROUGH COMMUNITY COLLEGE**

## The City University of New York Committee on Assessment and Institutional Effectiveness

Date

Dear Committee Members,

I just wanted to take a moment to thank you all for serving on the Committee on Assessment and Institutional Effectiveness this past academic year. We definitely faced some new challenges, especially with the onset of CUNY first. However, with your support, patience, and understanding, we managed to work through everything for the sake of our students.

For those of you leaving our Committee, thank you for your time, energy and the care you put into reviewing the many appeals we received. You will be missed, but I look forward to seeing you on campus, and hopefully working with you again in some capacity in the future. For those remaining with us, I am happy you are willing and able to continue. Your seasoned experience is so very important on this committee, and I am thrilled to continue working with you.

I look forward to seeing you all for our final meeting to be held on at . Sincerely,

 , Chair

Committee on Assessment and Institutional Effectiveness

*(extension)*