

Dear Colleagues,

You are invited to attend a program mapping session to help select the coursework to be included in the proposed new [certificate/degree] program in _____. During the session we will be examining the program outcomes that were developed in partnership with our business advisory committee and identifying technical and general education courses where information to support the outcomes will be introduced, reinforced, and demonstrated. We will also discuss any potential new courses that need to be developed for the program, potential program admissions requirements, and any revisions needed to existing courses to support the new program.

You are being invited to this session because we anticipate that the program will need to require courses from [Insert discipline] and need input from subject matter experts in order to select the appropriate course work from this discipline to support the program outcomes.

A program matrix that will be used to guide future assessment for the program will be developed as well as a draft program sequence.

Thank you,