



(Note, this information can be embedded into the body of an e-mail to the advisory committee.)

DATE: <Date>

TO: Advisory Committee Members,
 <Program Name>

FROM: <Contact Name>
 <Title>

CC: <Dean/Executive Director>

RE: Developing Program Outcomes

As part of Cuyahoga Community College's commitment to developing outcomes-based curriculum, we will be developing the outcomes for the <Program Name> program. <This will also include the <Short Term Certificate, Certificate of Proficiency and Post-Degree Professional Certificate.>

As an Advisory Committee member, your involvement in this outcomes session is critical; your input directly influences what happens in our classrooms. We are preparing students to work in the community and in your organizations. The outcomes developed at this session will define what you need our students to demonstrate as successful employees and contributing community members.

WHEN: <Day, Month date, Year>
 <start time – end time>
 Continental breakfast and lunch will be served

WHERE: <Bldg. Room>
 <Campus>
 Cuyahoga Community College

RSVP: By <date> to <contact> <telephone #>

DIRECTIONS: <directions and/or link to website>

Please contact if you have questions about the outcomes session, or require additional directions, and to confirm your attendance.

We look forward to your involvement.

Sincerely,