Mike and Charles,

I have met with Linda Peirce and Julie Gebhardt regarding our program evaluation project.  We are almost ready to proceed with our first iteration of the surveys.  Below is our planned dissemination:

Step 1:  Advance email disseminated on Feb. 29 to doctoral alumni informing them to be on the lookout for the upcoming survey.  This email has already gone out.  (You were both copied, so you should have received it).  In addition to giving this advance notice, this will allow us to test run the email addresses before we send out the survey.

Step 2:  Monday, March 5 (or shortly thereafter), John Cahill contacted to send out survey when he receives the Excel sheet confirming the emails of the participants.

Step 3:  Five days after the initial survey dissemination, Cahill will inform us of those who have not responded.  The survey will be disseminated again to the non-responders on the 6th day after the initial dissemination.

Step 4:  Ten days after the initial survey dissemination, Cahill will inform us those who have still not responded.  The non-respondents will be called and requested to please complete the survey.

Step 5:  If we still have non-respondents, one after the phone calls, the survey will be disseminated one last time.

This process will be repeated for all iterations of the surveys.  We expect to be ready to disseminate the Bachelor’s Undergraduate Exit Survey  within one-two weeks of Spring 2012 graduation.  We will need to speak with Ellen about assembling the list of emails from the Banner System.

We need to talk about how to proceed with the BA, MA Alumni and the MA exit surveys.  If you have any input regarding the above steps, please let me know.

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