



## APPENDIX K – INVITATION TO WORKSHOP IV

Dear Colleagues,

I hope your fall semester has gone well.

We are looking forward to seeing your team at the fourth and final course redesign workshop to be held at [LOCATION] on [DATE]. We urge you to bring as many members of your redesign team as possible.

I am writing about three things in relation to the final report and workshop:

- > The format for your final report, which is due on [DATE]
- > The agenda for the workshop
- > The presentation format for the workshop

### **Final Report Format**

Attached to this message is a description of the format for the final report that you will need to complete by [DATE]. If you cannot meet the [DATE] deadline, please send by the deadline those parts of the report that you can complete as well as a note explaining your circumstances and when you plan to complete the full report.

### **Workshop Agenda**

Also attached to this message is the agenda for the workshop.

### **Workshop Presentation Format**

Please select one representative from your project to speak for a total of 15 minutes about the topics that follow. That will leave about five minutes for Q&A after each presentation.

In preparing your presentation, be sure to review your project abstracts posted on the course redesign website, your assessment plans, and your Cost Planning Tool, and refer to them as you discuss the following.

#### *Student-Learning Outcomes*

Based on the data you have collected, what was the impact of your redesign on student learning? What was the impact of redesign on course completion (reduction in DFW rates)? What pedagogical techniques did you use that contributed most to improving the quality of student learning?

#### *Cost Savings*

Have the original cost estimates for the course been met? If not, what were the major deviations and why did they occur? If savings are anticipated, what do you expect will happen to the resources that will be saved? What techniques contributed to cost savings?

*Implementation Issues*

Looking back on the implementation of your redesign, what worked best and what worked least well? What were the greatest challenges you faced, and what did you do to overcome them? What are your future plans?

Please let me know if you have questions.

We look forward to seeing you at the workshop. Best wishes for a happy holiday season!