Dear X,

The University's WASC accreditation theme, Intentional Internationalization, has started its data collection and analysis phase. The Internationalization Working Team has developed a matrix of data sources and as a member of the Team, I am requesting your help providing relevant data regarding your programs.

In the attached worksheet, please fill out your department and program names and your name. The Goals column refers to the Five Year Goals in the University's Academic Vision 2016. The subgoals under these four main goals (A, B, C, and D) are listed on a separate page. In the Data column of the worksheet we are requesting you insert information/data that demonstrates your program’s current status in each of the four main goals listed. If possible, please indicate the subgoal numbers (A-1, A-2, B-1, B-2, etc.) your data address. The last column on the worksheet asks you to assess the level of accomplishment of your program in each of the four main goals on a scale of 1-4 using the rubric at the bottom of the worksheet. In filling out this worksheet, please use as many pages as you need.

Please email your completed worksheets to me by XX, 2010.

Please do not hesitate to contact me if I can provide further information. Thank you very much for helping the Working Team and the university on this venture.