

Self-study Feedback Email

The screenshot shows an Outlook email window with the following details:

- From:** Donna Burns/CommunityEducation/MtSAC
- Date:** 12/05/2011 05:09 PM
- To:** Lianne Greenlee/ABE/ContinuingEducation/MtSAC@MtSAC, Liza Becker/ESL/CommunityEducation/MtSAC@MtSAC, Madelyn Arballo/ABE/ContinuingEducation/MtSAC@MtSAC, Mary Lange/OAP/ContinuingEducation/MtSAC@MtSAC, Paulo Madrigal/
- Subject:** Continuing Education 2012 Self-Study Report Draft

The email body contains the following text:

Hello,
On behalf of Mt. SAC Continuing Education, it is my pleasure to share the draft of our 2012 Self-Study Report to WASC-ACS in preparation for the March site visit.

The draft is the result of a collaborative effort among faculty, classified staff, and administrators who together served on 13 different Program, Standard, Leadership, or Profile teams. Additionally, our Advisory Group, which has an ongoing role in our PIE planning, provided guidance and will be working with the Self-Study in January to assure alignment and integration of the Action Plan chapter with our division and unit PIE plans.

We would greatly appreciate your feedback on the document. In the interest of time and accuracy, please respond using email or Word. In order to keep to our schedule for final edits, layout, and submittal to College leadership and the Board, we need to hear from you by December 16, 2011.

Because our Marketing Department will be giving this a professional look, we don't need your feedback in the area of formatting.

Thank you for giving this your attention, and we look forward to hearing from you.
Cordially
Donna

A PDF attachment is shown with the filename: **Continuing Education Self-Study Draft 12_4_11.pdf**

The signature block includes the Mt. SAC 65th Anniversary logo and the following text:
Donna Burns
Dean, Continuing Education
Mt. San Antonio College

The Windows taskbar at the bottom shows the Start button, several open applications (3 Win..., > Conti..., Info Sec..., Internet..., Microsof..., Adobe ..., W 3 Micr...), and the system tray with the time 3:39 PM.