

February 4, 1999

***URGENT—RESPOND BY
FEBRUARY 5, 1999***

MEMORANDUM

TO: Presidents

FROM: Brenda H. Rogers
Vice President for Administration

SUBJECT: URGENT: Need to Run Developmental Cohort Tracking System

The Information Services Section is shipping to each college system administrator a service call for the new Developmental Cohort Tracking System. It is important that your system administrator load this software on Friday and run the requested report on grade distribution for developmental courses. We need this information returned to us by the end of the day on Friday.

I apologize for this short notice, but we are trying to respond to a request made at the Presidents' Association to revisit the performance standard for developmental students. By examining these data, we can determine if an adjustment to the standard is warranted. State Board materials must be mailed by Wednesday; any changes to the standards must be made by then.

We had anticipated this service call going out earlier this week, but due to some technical problems with the software, the release was delayed. Thank you for assisting us in gathering these data on such short notice.

BHR:JKB:sh
c: System Administrators

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Fax & E-mail
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