

MEMORANDUM

DATE: March 3, 1999

TO: Planners

FROM: Terrence Ann Shelwood
Associate Director for Institutional Assessment

SUBJECT: Critical Success Factors: Institutional Data

Enclosed are three data tables for the 1999 Critical Success Factors Report that were not included or were incomplete at the time of our last mailing. The brief explanations that follow will help in interpreting the data.

1. The data on the passing rates for all three tables are for the **calendar year** 1998.
2. The tables show passing rates for **first-time** test takers only.

Please review the attached data tables and send any corrections, **along with documentation to support the corrections**, to Dr. Xiaoyun Yang at the System Office, **by March 15**. In reviewing the data, the same definitions utilized by the System Office in the collection and analysis of the data must be used. If you have any questions regarding the data, please contact Dr. Yang or me.

Thank you for your cooperation in verifying the data.

Enclosures

pc: Presidents
Dr. Brenda Rogers
Mr. Keith Brown
Dr. Xiaoyun Yang

CC99-079
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