Suggested Template for Letter to Council on General Education Regarding MATH/STAT 1401 in Area A2

Suggest putting this on institutional letterhead; should come from the Provost/VPAA

email for Jann Joseph: jljoseph@ggc.edu (please cc to lcausland@ggc.edu and cburger@ggc.edu

Dr. Jann Joseph

Chair, Council on General Education

President, Georgia Gwinnett College

1000 University Center Lane

Lawrenceville, GA 30043

Dear President Joseph,

[Delete the prefix you are not using where you see MATH or STAT or MATH/STAT.]

This letter is to notify the Council on General Education that [name of institution] plans to participate in the prototype project authorized by Dr. Tristan Denley, to offer MATH or STAT 1401 Elementary Statistics in Area A2 of the core curriculum. This course will be offered in Area A2 without a prerequisite, using the placement criteria that are currently used for MATH 1001 Quantitative Reasoning or MATH 1101 Introduction to Mathematical Modeling.

We certify that we have been given permission to participate as a Statistics Pathway prototype institution by Dr. Tristan Denley, at the System Office, and that we are meeting all prescribed system standards for this course.

We plan to begin offering MATH/STAT 1401 in Area A2 in [state semester in which the course will first be counted in Area A2].

Course Prefix and Number:

Course Title:

Course Description:

Course Outcomes:

By submitting this proposal we are affirming that this proposal has already received all appropriate curriculum approvals at [name of institution] and that the proposal is being submitted with the knowledge and final approval of the Provost/VPAA at [name of institution].

Yours,

Provost/Vice President for Academic Affairs

[name of institution]