



## Memo

**To:** Dr. Shawn Holz, Dean of Academics

**From:** Renee Froelich, General Education Faculty

**CC:** Dr. Koreen Ressler, Vice-President of Operations

**Date:** May 13, 2022

The General Education Program Review report was reviewed and accepted by the Curriculum Committee last week. Part of the *Resource Needs* section of the report included technical equipment needs to complete the oral communications assessment strategy. Below are items needed to make the assessments possible:

- HD Video Cameras or IPADS for recording student presentations
- Tripods
- Lapel microphones (cordless)

In addition, Promethean board training or professional development sessions will be needed for general education faculty to use the board(s) to their fullest potential.

Thank you for your time and consideration.