



October 1, 2003

Dear Survey Respondent:

The University of Puerto Rico at Mayagüez, along with other UPR campuses, namely Arecibo, Cayey, Ponce and Río Piedras, will be undergoing a self-evaluation as part of the process for reaccreditation by the Middle States Commission of Higher Education (MSCHE), and the Puerto Rico Council of Higher Education (PRCHE). The process calls for developing and providing plans for overall *Institutional Assessment*, and *Institutional Assessment of Student Learning*, along with a comprehensive self-study report. In January this year, I appointed the members of the **UPRM/MSCHE Steering Team** to not only prepare for this reaccreditation visit, but to institutionalize the assessment plans as part of our campus culture for *continuous quality improvement* through our upcoming **Continuous Improvement Educational Initiative (CIEI) Office**.

The Steering Team has taken steps to design appropriate assessment plans, along with specific sets of questionnaires that will be administered periodically. The responses to the questionnaires will assist the Steering Team in not only implementing the plans, but also in writing the UPRM self-study report. Some of the questionnaires, such as those for the deans and department directors are more in-depth, which would be equivalent to writing a "guided" self-study report. **Wherever it merits, the responses should cover a period of last nine (9) years from 1994-95 until 2002-03.** Similarly, wherever it is necessary, the responses should be based on the *present institutional strategic plan (1997)*, which has been placed on the website www.uprm.edu/msa. The responses can be provided in either English or Spanish. You, as a recipient of this questionnaire, are requested to provide answers. Please be as specific as necessary, or, in the case of yes/no type of questions, it would also be helpful to give reasons supporting your responses in the spaces provided. If you think that a certain response refers to a document that already exists; in this case, it would be sufficient to simply provide the specific reference. All responses to the questionnaires will be kept confidential, and only the results (without reference to any individual name) will be reported as an aggregate.

The completed questionnaire must be returned by November 28, 2003 to:

Antes, ahora y siempre... ¡COLEGIO!

PO Box 9000 Mayagüez, Puerto Rico 00681-9000
Tel. (787)832-4040 exts. 3131, 3135, 3139 ó (787)265-3878 Fax (787)834-3031
Patrono con Igualdad de Oportunidades de Empleo - M/F/V/I

CONTINUOUS IMPROVEMENT EDUCATIONAL INITIATIVE
Office of Institutional Research & Planning
P. O. Box 9000
Mayaguez, P. R. 00681-9000

*As a reminder, accreditation is a process of external quality review not only for assuring and for improving quality in education for our students, parents and employers, but also for access to federal funds, and for ease in the transferability of courses among different colleges and universities. A visit from MSCHE occurs every ten (10) years. The next visit will occur during the **Second Semester of 2005**. Since the last visit in 1995, the accreditation process itself has changed. The process calls for a comprehensive self-study report that addresses the following 14 *Standards of Excellence*:*

1. *Mission, Goals and Objectives*
2. *Planning, Resource Allocation, and Institutional Renewal*
3. *Institutional Resources*
4. *Leadership and Governance*
5. *Administration*
6. *Integrity*
7. **INSTITUTIONAL ASSESSMENT**
8. *Student Admissions*
9. *Student Support Services*
10. *Faculty*
11. *Educational Offerings*
12. *General Education*
13. *Related Educational Activities*
14. **ASSESSMENT OF STUDENT LEARNING**

Once again, I am asking for everyone's cooperation in our institution-wide self-study effort.

Thank you.

Sincerely,



Jorge I. Vélez Arocho, Ph. D.
Chancellor