# LEVEL 3 REVIEW – 7. EXTERNAL REVIEW EMAIL TO SEND SELF-STUDY, VIDEO AND COLLATERAL MATERIAL

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| Hello!I hope you all have had a good week. We are looking forward to meeting with you all next [date] at [time] for our [program name] Program Review. For a portion of this time, we will have [name] (VP Education & Students), [name] (Dean of [school name]), [name] (Program Coordinator & Instructor), students, and myself available to answer questions you may have after having read the report and watched the video.Please find attached our Self Study Report for you to review. Note that we have included our articulated course outlines in the appendix, so that you have everything in one place, although this makes this document appear to be quite large. I've also attached Selkirk College’s Strategic Plan and our [name promotional material included], currently used to help us market this program to prospective students. Here is a link to our program video, to help you see what we do: [vimeo link or other]I know we are excited to meet with you all for this review, and, again, I thank you for your time and commitment to this External Review Committee. Please keep in touch if any conflicts arise with next week's meeting.Talk to you soon,[name of school chair] |