

**From:** [Amy Obegi](#)  
**To:** [LaNae Jaimez](#)  
**Subject:** Here is another email related to a spring training  
**Date:** Friday, June 2, 2017 2:39:23 PM

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**From:** Amy Obegi  
**Sent:** Monday, January 14, 2013 9:08 AM  
**To:** \$CTE&BUS-DEPT; Maire Morinec  
**Cc:** Susanna Gunther; LaNae Jaimez; Diane White  
**Subject:** Program Review Template

Dear School of CTE and Business,

Thank you for your time at your school meeting on Friday. I am attaching the pilot Program Review Template/Handbook. I look forward to talking more with you about the new process, and will keep you updated as new developments unfold (for example what gets worked out for reassigned time/stipends). While the new process will require more time and investment on our part as faculty, I am hopeful it will help us serve our students, promote success, and build our programs to that end. Having our data up-to-date will certainly help us the next time accreditation visits.

A few reminders...please email me and Pei-Lin the name of the lead writer for your program, and how you want your program defined by the **25th of January**. This will signal Peter Cammish to start compiling a data packet for your program.

Training for lead writers will be on **Friday February 8th from 1-3pm**. I will let you know the room when we have it arranged.

Thanks again for your time and patience.

Respectfully,  
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