**ADMINISTRATOR FORM LETTER TO FACULTY**

**BEST USE: Combination of AMS/Planning and ePortfolio Systems**

From: Provost, President, VP, Chief Academic Officer, or Dean

To: Faculty Members

Re: Using Watermark’s Assessment Planning and Student Learning Solutions

Dear Faculty Members:

As we prepare for a new term at [INSTITUTION NAME], we’re excited to further improve student learning, program quality, as well as institutional outcomes. In the upcoming term, we <will implement/continue using> Watermark’s assessment planning and outcomes assessment solutions to support our continuous improvement efforts.

Watermark helps us move beyond compliance to advance learning with a central home for managing our institutional improvement processes. From one location, we can more easily track outcomes, evaluate program quality, and document institutional effectiveness. Our programs now have the opportunity to more effectively:

* Document and report on goals, measures, findings, and actions.
* Link assessment efforts with related plans and resources.
* Track outcomes at the course, program, and institutional levels to see where we’re addressing them.
* Customize collaborative faculty workspaces in order to more effectively contribute to plans.
* Support faculty throughout the assessment cycle with resources and real-time feedback.

In addition, we are using Watermark’s outcomes assessment solution, which provides us with an effective way to engage students in their learning journey, while at the same time, helping us collect the kind of data we need to make meaningful improvements. Students have the opportunity to collaborate with you through real-time feedback, as well as with other advisors and even classmates to receive the feedback they need to improve their work.

We’re committed to advancing learning by refining and integrating our programs’ efforts around outcomes assessment in a way that better provides students with the feedback needed to grow in their work. Using Watermark is an opportunity for us as an institution to continue making evidence-based decisions that positively impact student success and institutional outcomes.

We ask that faculty members support here. Please continue assisting us in making students aware of Watermark on our campus by inserting statements about it into course syllabi, making announcements in class, and enforcing the expectation that students complete required assignments in Watermark.

Sincerely,

FirstName LastName  
Title