The following email was sent to the faculty to prepare them for the meeting:

Greetings Colleagues:

For our next department meeting on Jan. 19, we will be participating in an "assignment charrette" (a peer review workshop for an assignment you use with your students).  Please fill out the following [**online form**](https://goo.gl/forms/ANxG59l8TrN9c3xg2) to identify the the assignment you wish to have evaluated by your colleagues **and send me a file of the assignment via email.**

Basically, submissions must include one assignment, activity, or assessment that you have used in the classroom.  The assignment should be linked to at least one course learning outcome and/or program learning outcome that is critical to your curriculum. Assignments covering a range of innovative and creative activities are welcomed.  This will be a great opportunity to mine from our greatest resource at the college in order to build upon our successful experiences in the classroom: our fellow colleagues.    
  
Please have the[**form**](https://docs.google.com/forms/d/e/1FAIpQLScPEM5tBfYLaHObUnFj_aWdXQB5XVDmFef4_W9l6L2kcKrMrQ/viewform)filled ou**t  and the assignment file sent to me via email by no later than January 4th.**

thank you,

Sean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert "Sean" Kennedy

History Instructor

Program Chair History & Philosophy Department

872-2654

Pecan Campus, P-Building Room 3.126