

Sample VPI email for AUP Presentations

From: [Jennifer Curtis](#)
To: [CC_FACULTYCHAIRS](#); [Jessica Kawelmacher](#); [Victoria Koivan](#); [Jessica Krall](#); [Christine Small](#); [Guck Ooi](#); [Tyson Huffman](#); [Kevin King](#); [Franki Gregor](#); [Henry Covarrubias](#)
Cc: [Sean Hancock](#); [Yvonne Mills](#); [Corey Marvin](#); [Heather Ostash](#); [Chad Houck](#); [Jennifer Curtis](#)
Subject: Unit Plan Presentations, Fall 2023
Date: Wednesday, October 11, 2023 2:37:38 PM
Attachments: [image001.png](#)

****Sent on behalf of Corey Marvin****

Unit Plan Proposers:

This is a reminder that the next step in the AUP process is a short presentation for College Council, members of the budget development committee, and any interested parties. We do this annually as a way to broadly communicate the results of the college's planning and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses—an accreditation standard.

These are the times:

- Thursday, October 19th, 2:50 – 4:00
- Thursday, October 26th, 2:00 – 4:00 (tentative date)
- Tuesday, November 2nd, 2:00 – 4:00

As we have done in the past, we are asking for a **maximum 5-minute** presentation that touches on the following items:

1. how you did on last year's goals and where does your program currently stand in terms of gaps (opportunities for improvement)
2. what initiatives have you planned for next year to address those gaps/improvements
3. what will be the budget impact, if any.

What you need to do. Choose a day and let Jennifer Curtis know immediately as we are currently planning the agenda for next week's College Council meeting.

If you have a scheduling conflict and cannot make one of the days at all or can make only the first half of the day you've chosen, or only the second half, or only the first 30 minutes, or whatever, let us know that too. We will do our best to get everyone arranged on a day and time that works for you.

Thanks! Please let me know if you have any questions.

Corey



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COMMUNITY
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Corey Marvin

Vice President of Instruction

3000 College Heights Blvd.
Ridgecrest, CA 93555

760-384-6201
cmarvin@cerrocoso.edu