

Please follow the following procedures if issued a score of one or two on either your Unit Plan or on one or more of your Student Learning Outcomes.

1. Consider the recommendation, a recommendation, not a criticism of the work you and you team have put forth.
2. Make the correction in a timely manner, within 7 to 10 business days following your hearing.
3. Ask questions of the hearing committee to ensure a complete and thorough understanding of what it is you and your team need to do in order to modify your planning document(s).
4. Submit your revisions to the following individuals: Dr. Myrtes Green (mdgreen@lawsonstate.edu); Dr. Randy Glaze (rglaze@lawsonstate.edu); Dr. Cynthia Anthony (canthony@lawsonstate.edu); Dr. Charles Murray (cmurray@lawsonstate.edu); and Dr. Sherri Davis (sdavis@lawsonstate.edu)
5. Send all documents in one joint email by attaching each document as a single document. Do not merge documents.
6. Documentation may need to be scanned and then submitted by email. If this is the case, please contact your Scan Manager who is typically the Administrative Assistant within your division.
7. Save and label documents clearly (i.e., Unit Plan Health Professions, SLO's Geographic Information Systems, etc...)
8. When sending in your documents, include a message to the Committee briefly describing what you are submitting to the committee.
9. Submit all documents by the 7 to 10 business day deadline for re-submitting documents.
10. Before submitting your revisions, consider sharing your changes with your direct supervisor or contacting any member of the committee for assistance.