



Procedure for Administering Human Diversity Requirement Survey

Dear Colleagues,

On behalf of the Diversity Review Committee and The Diversity Work Group on Curricular/Co-Curricular Transformation, I want to thank you for your participation in this survey of all students enrolled in courses that meet the diversity requirement during the Fall 2006 semester. This is a pilot project as we consider ways of gathering information that will help us strengthen the diversity component in the undergraduate curriculum. The survey will provide information for assessment of a component of the core curriculum and for the ongoing review of diversity issues at St. Thomas undertaken by the diversity work group.

The survey was designed by members of the diversity work group with the extensive participation of the diversity review committee. All questions are derived from the criteria established by the faculty for the Human Diversity Requirement, although some categories in the approved criteria were expanded for purposes of the survey. The course you are currently teaching at some point in the past would have been proposed as a course that fulfills those criteria in a petition submitted to the diversity review committee. The purpose of this survey is to determine how well students at St. Thomas are meeting the learning objectives that are directly relevant to the diversity requirement.

This instrument is not intended to be a review of your performance as a teacher and in this pilot project it will not be used to make judgments about which courses should continue to be recognized as meeting the diversity requirement. Future uses of such surveys will be discussed by the diversity review committee.

**Procedure:**

- An envelope containing a sufficient number of survey forms for your course or courses will be delivered by my office to your departmental mail slot before the Thanksgiving holiday.
- Please choose any class day during your remaining class sessions to have students fill out the survey. We estimate it will take 10 minutes.
- The survey poses questions about all diversity categories under our requirement but most courses address only some of the categories. You may remind students which diversity categories were covered by your course if you wish to do so.
- Please have a student or administrative assistant collect the completed survey forms in the envelope we will provide and bring the forms to Debbie Shelito in my office, AQU 110E.

We will send you the information we derive from this survey. No information from this pilot project will be published in a form that would permit identification of any particular course or section from which the information is derived.

Thank you very much for your support.

With ongoing regard,

Michael C. Jordan  
Director of Undergraduate Academic Affairs  
Professor, Department of English