### President's Memo to Faculty, Staff, and Administrators

ON INSTITUTIONAL LETTERHEAD OR VIA E-MAIL

**WE ENCOURAGE YOU TO TAILOR THIS MEMO TO MEET YOUR**

**INSTITUTION’S COMMUNICATION STYLE.**

Date: **[Date]\***

To: Faculty, Staff, and Administrators

From: **[President]**

Subject: Community College Survey of Student Engagement(*CCSSE*)

This spring, **[Institution]** has an opportunity to participate in a national survey focused on teaching, learning, and retention in community colleges, the Community College Survey of Student Engagement (*CCSSE*). The project is part of the Center for Community College Student Engagement and the Program in Higher Education Leadership at The University of Texas at Austin.

Research shows that the more actively engaged students are — with college faculty and staff, with other students, and with the subject matter being learned — the more likely they are to persist in their college studies and to achieve at higher levels. Identifying what our students do in and out of the classroom, knowing their goals, and understanding their external responsibilities can help us create an environment that can enhance student learning, development, and retention.

The survey will be administered in classes randomly selected by the Centerto ensure a representative sample and to preserve the integrity of the survey results. Instructors whose classes are selected for survey administration will receive specific information from the appropriate administrator.

**[Institution]** is intent on being a leader in higher education, and this survey can assist us in improving course completion rates, as well as the rate of student persistence to the completion of their educational goals. To learn more about *CCSSE* visit [www.ccsse.org](http://www.ccsse.org), or contact the Center for Community College Student Engagement at 512-471-6807 or info@cccse.org.

\* [XX] Indicates text to be inputted by Campus Coordinator