

Office of the Provost and
Vice President for Academic Affairs

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July 28, 2009

Dr. Terrell Williams
Executive Director, Extended Education and Summer Programs
Western Washington University
Bellingham, WA 98225

Dear Terry:

When the deans were queried as to their perceptions of extended education (EE), one of the items frequently mentioned was the need to clarify the role and mission of extended education within Western. By this memo, I am asking you to constitute an appropriate committee with broad representation of stakeholders to develop a role and mission statement for extended education that will form the basis of a White Paper on the Role of Extended Education at Western Washington University. Information should be collected to determine current perceptions and attitudes *vis à vis* the current activities and mission statement. In addition, an effort to determine community needs and perceptions should be made.

This committee should include a wide range of perspectives on these issues including campus faculty and leadership, other campuses' experiences, HECB guidelines, etc. This should be completed by the beginning of winter quarter, 2010.

The mission statement and its corollaries should be comprehensive, consistent with WWU's strategic plan, and address the following areas (among others that become evident in the development process):

- The relevant constituencies for EE
- Appropriate long range goals for EE
- The fundamental role of EE with respect to the balance between academic programs, community service, and revenue generation.

Specific considerations in framing the mission and vision and goals of EE would include (but not be limited to):

- Support of traditional and non-traditional students
- Support of credit and non-credit instruction
- WWU academic degree and certification programs

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- Support of special programs (e.g. summer programs, special events, etc.)
- Development of new extended and distance learning initiatives, particularly those related to electronic and Web-based delivery

The foregoing is meant to be suggestive rather than directive. I rely upon your professional judgment to refine and augment the list as appropriate.

Sincerely,



Dennis R. Murphy
Provost and Vice President for Academic Affairs

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