MEMORANDUM

To: Tamara Maimon  
Director, Office of the Academic Senate

From: Francis Lu, MD  
Chair, Committee on Equal Opportunity

Date: September 5, 2005

Re: Evaluation of the Ambassador Program by Committee on Equal Opportunity

This is a proposal regarding how the Committee on Equal Opportunity (EQOP) can most effectively continue to evaluate the Ambassador Program. It recognizes that at this time in the development of the Program the great majority of work can and should be handled by the Ambassador Program Office staff. However, in order to maintain EQOP involvement in overseeing and evaluating the Ambassador Program, a minimal amount of Academic Senate staff time is requested. EQOP's involvement in the evaluation process is especially important as it encourages people to provide candid feedback about the program. EQOP is in the process of drafting an amendment to the Divisional Bylaws that will codify the proposed oversight.

Responsibilities of the Ambassador Program Staff:
A. Send out an initial and reminder email to people using or interacting with the Ambassador Program and to others for whom we wish to solicit their evaluations. These emails would direct the person go to a Zoomerang site to complete an evaluation form.
B. Obtain aggregated data (done automatically by Zoomerang) from the Academic Senate staff and work with EQOP committee members to interpret the results.
C. Logistic production of the annual report.

Responsibilities of the Academic Senate Office:
A. House a Zoomerang evaluation form at an Academic Senate web address. People who wish to evaluate the program would log in and enter data, which is automatically tabulated.
B. On a monthly basis, transmit to the Ambassador Program staff the data regarding who has completed a survey. This would enable Ambassador Program staff to send out the reminder emails.