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PRESIDENT/PROVOST OFFICE

OCT 24 2017

Western Washington University

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October 20, 2017

Dr. Sabah U. Randhawa
President
Western Washington University
516 High Street, MS 9033
Bellingham, WA 98225-9033

Dear President Randhawa:

Western Washington University is scheduled to submit a Year One Self-Evaluation Report (Mission and Core Themes Report) in spring 2018. The institution's evaluation will be considered by the Board of Commissioners at its June 2018 meeting.

By Friday, November 3, 2017, please contact Mellissa Thoreson at mthoreson@nwccu.org with the name, telephone number, and email address of the contact person for the institution's Year One Self-Evaluation Report. Please advise our office right away if changes occur in the upcoming months regarding the contact or position information for either yourself or the Accreditation Liaison Officer.

- The Commission office is to receive two printed copies and one electronic copy of these materials.
- The electronic copy of the report is to be distributed as a single Windows-compatible file in Adobe Acrobat format. If it is more convenient, the body of the electronic copy of the report may be distributed as a Windows-compatible file in Adobe Acrobat format, and the appendices (if any) may be distributed as a second Windows-compatible file in Adobe Acrobat format.
- These materials are to be received by the Commission office by March 1, 2018. Email the Commission's electronic copy of the report and supporting materials (if any) as attachments to reports@nwccu.org.
- Please go to the Commission website at www.nwccu.org to review the *Guidelines for Preparation of Year One Self-Evaluation Reports*.

Thank you for your attention to these items. Please contact me if you have any questions or concerns.

Sincerely,

Les Steele

Les Steele, Ph.D.
Senior Vice President

LLS:mat

Enclosure: Letter dated November 14, 2016

cc: Dr. Steven L. VanderStaay, Vice Provost for Undergraduate Education, Director of Academic Assessment