

**From:** [Weissenburger, Jacalyn](#)  
**To:** [Harms, Brenda](#)  
**Subject:** Statement to Department Chairs 10 31 17 jww  
**Date:** Monday, October 30, 2017 12:27:00 PM  
**Attachments:** [Statement to Department Chairs 10 31 17 jww.docx](#)

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Brenda,

Please review and edit where needed. You mentioned some sort of introductory or concluding remarks . . . please add these and then we should be well prepared for tomorrow's meeting.

Again, I do not intend to read this out loud. I just wanted to make sure all aspects are covered. ;)

Thanks for partnering with me on this task!

Jackie