January 6, 2015

Dear College of Southern Nevada Institutional Advisory Council Members,

Thank you for agreeing to serve on the inaugural CSN Institutional Advisory Council (IAC) and welcome to Canvas, CSN’s online campus. Approximately 13,500 or around 37% of our students take at least one online class in this learning management system.

We have prepared several orientation modules for you accessible through Canvas. Although some of our meeting time will focus on CSN operations, you can learn more about CSN through this systematic orientation program. That way our meeting time can be more detailed and useful.

In this introductory module, you will find general information about CSN, information about the IAC, and its first meeting on February 4, 2015. We have broken down the charge of the IAC, as designated by the Board of Regents, into subsequent modules and provided basic information about CSN as it pertains to those duties. It’s important that we share an understanding of where we are and how we got there before we can make improvements. In each module, there are also assignments that we will discuss at each meeting. Because time is precious to everyone, we will avoid going over the information included in the modules during our public meetings.

To avoid overloading you, we will upload two or three modules and assignments prior to each meeting. As mentioned in a previous letter, I have designated a staff member to assist you in your efforts. Her name is K.C. Brekken and she is the executive director of public affairs at CSN. I encourage you to contact her or myself, regarding any questions you might have about the information provided in these modules or requests for additional information. Our contact information is listed in this module.

I am honored to work with each of you toward the enhancement of Nevada’s largest and most diverse higher education institution. With your efforts, together we can improve the welfare of our community and state.

Thank you again for your service to CSN.

Best wishes,

Michael D. Richards, Ph.D.
College of Southern Nevada, President