**Module 2 Homework**

You have been named the Director of the Office of Civic and Political Engagement on your campus. As you transition into your role, you find that your office has been highly skeptical of using evidence in programming. Past assessment reports note that students enjoy the programs that are put on by the office, but there is no information on if students are reaching the learning outcomes. The previous director seemed pretty hands-off with programming.

In your transition documents from the previous director, the previous director says they trusted their staff to intuitively put on good programs because they have a combined experience of over 20 years in student programming. When you get to your office and talk to one of your assistant directors about evidence-informed programming, they replied with “Yeah, we would do that, but not a lot of good research exists that we can relate to our own student population. We just rely on our own experiences.”

In your first meeting with the Vice President of Student Affairs, they tell you that the division is shifting its priorities to evidence-based programming, and that it’s "on you" to start changing the culture of your office. As such, you decide to start the conversation with your office by distributing a memorandum regarding evidence-informed programming.

Write a memorandum to your office communicating the**importance and expectation of engaging in evidence-informed and data-informed programming.**

The memorandum will be one-page total in length (including the template elements). Use 12-point, Times New Roman font, and the memorandum will be single-spaced, with double space in between each paragraph. The template provided will guide you in your writing.