First, we want to thank you for the work you have put in thus far. All the Progress Reports have been submitted, and based on our review of them we are confident that the project is gradually coming together well.

However, there's a lot more to do. We are hoping to have a good draft of the Follow-up Report completed by May 30. In an effort to keep the momentum going forward, we are recommending the following actions for your April ART meetings.

WEDNESDAY, APRIL 18

Goals
- All teams will have a better understanding of the likely shape and substance of the entire report, including the sections being developed by other teams.
- Each team will understand what key elements need to be added to their respective sections.

Tasks:
- Read all progress reports prior to the meeting
- At the meeting, each team will report on progress and gaps, followed by comments and suggestions from the entire group

WEDNESDAY, APRIL 25 (Buckley and Spevak will attend this meeting)

Goal
By this date each team will complete a "proto-draft" (an initial skeletal and synoptic narrative) of its section of the Follow-up Report. It should be clear from reading the draft that it addresses the specific issues of the Commission recommendation, relies on evidence (or will do so, as the evidence is gathered), and makes the argument that the College has fully addressed the Commission's concerns.

Task
- As soon as possible, begin organizing and writing the proto-draft. Focus on good organization and identifying major points. Indicate (in parentheses) for the readers where there are gaps to be filled or there is more evidence to be collected. Refer back to the Points to Consider.
- By Monday, April 23, email copies of your proto-draft to all Accreditation Response Team members.
- At the April 25 meeting, share, critique, and offer recommendations for improvements of the drafts.