Accreditation Response Team  
Commitments from Meeting  
Leaders: Ed Buckley, John Spevak  
Wednesday, May 9, 2012

Commitments/Reminders:

- Writers/Each Group
  - To send the electronic versions of first drafts to Barbara David so she can share them with the team;
  - To submit the final draft to Ed Buckley and John Spevak by May 30th;
  - Remember to:
    - Paginate your reports;
    - Use “third person” (i.e., the College) when writing; not first person (i.e., we)
    - Write “what’s true as of May 30th”.

- Everyone
  - to review other teams’ drafts provided;
  - to continue reviewing each other’s reports and providing feedback and assistance as needed at upcoming meetings.

- John Spevak and Ed Buckley
  - to provide their feedback regarding drafts to the teams by this coming Monday morning.

Guests present: Ed Buckley and John Spevak

Members present: Susan Andrien, Jim Arnold, Linda Beam, President Coon, Angelina Duarte, John Erdmann, Al Harrison, Chialin Hsieh, Mike Irvine, Matt Markovich, Laura McCarty, Sara McKinnon, Marshall Northcott, Becky Reetz, Nanda Schorske, David Snyder, Cathy Summa Wolfe and Barbara David (Staff Resource)