April 23, 2012

TO: Members, Accreditation Response Teams
FROM: Ed Buckley and John Spevak, College Brain Trust
SUBJECT: REMINDER of Recommended Actions for Wednesday's Meeting

Don't forget that we are hoping to produce a good draft of the Follow-up Report completed by May 30. In an effort to keep the momentum going forward, we asked that you complete the tasks listed below this coming Wednesday.

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.

*Important: If you are unable to email to the team members and to John and Ed your proto-draft by today (Monday), be sure to do so by the end of the day Tuesday, so that everyone has a chance to review all the drafts. Thanks!