

Subject: [mitailg] AILG Accreditation Reviews, Spring 2012
From: John R Covert <covert@MIT.EDU>
Date: Sat, 03 Dec 2011 17:04:04 -0500
To: mitailg@mit.edu, fsilg-pres@mit.edu

Dear Fellow FSILG Alumni/ae Leaders and Undergraduate Presidents

The MIT AILG Accreditation Committee is inviting the following FSILGs to be reviewed during Spring 2012:

Alpha Epsilon Phi, Phi Beta Epsilon, Phi Kappa Sigma, Pi Lambda Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Student House, Tau Epsilon Phi, Theta Chi, Theta Delta Chi.

The accreditation Schedule will include the following three Saturdays:
10 March, 28 April, 5 May

- A. FSILGs scheduled are requested to reply to confirm dates.
- B. Visiting Committee volunteers are requested to reply with their availability.

Please send me a request for a date no later than Friday, December 30th. The official request MUST come from an alumnus/a volunteer. I will assign dates with preference given to those who respond the earliest, but will give organizations on a less-than-2year cycle priority for the May date. Please indicate your first and second date preference, and also please indicate any dates which are impossible. Please also indicate whether you prefer a morning (9-11) or afternoon (1-3) time slot for each date. On January 6th I will assign dates to any organization which has not responded and shortly thereafter inform all FSILGs of the final dates for the semester. You must confirm your assigned date within 30 days of notification.

On the date of the review, we require a minimum of three alumni/ae and three undergraduates to be present, and prefer a larger representation from both alumni/ae and undergraduate leaders. These reviews are officially conducted through the alumni/ae organizations, and the official responses requesting dates and submitting forms must come from a representative of the alumni/ae corporation.

We have reduced the number of questions on the Basic Data Form by about 10% from prior years. I will have an updated version of the online Basic Data Form available by Friday, 13 January. In order to plan for the information you'll need to collect, you may wish to take a look at the Fall 2011 form, accessible at

<http://ailg.scripts.mit.edu/bdf> (button: "Show me a sample form")

Our online system has been updated and no longer requires you to save and email the BDF within your organization. All of the BDFs are now stored in an encrypted form on Athena. Each organization has been assigned an individual encryption passphrase in order to access the system. Your passphrase is known only by the Accreditation Coordinator, the Chairman of the Accreditation Committee, and the organization itself. If your organization has not already received its passphrase, an alumnus/a volunteer who is known to us must please follow the procedure at

<http://ailg.scripts.mit.edu/bdf-getpassphrase/>

As in the past, information collected with older versions of the form will automatically pre-fill the new form.

I also would like to ask all alumni/ae who wish to serve on a visiting committee to please contact me as soon as possible with your availability for each of the three dates. I expect to be able to schedule volunteers for no more than a single Saturday this Spring. I would also like to have new volunteers. Our active Visiting Committee members are drawn from only slightly over half of our organizations. We have a goal of increasing our volunteer pool to include at least one visitor from each FSILG.

Regards/john
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