

Date: Sat, 20 Sep 2008 11:54:32 -0400
From: John R Covert <covert@MIT.EDU>
To: FSILGs being reviewed next Saturday 27 Sept <nulldev@covert.org>
Cc: AILG Accreditation Committee and Visitors <nulldev@covert.org>
Subject: September 27th AILG Review reminder

Dear Alumni/ae and Undergraduate Officers and Advisors:

The AILG Accreditation reviews of ADP, PDT, AXO, and AEPHI are only a week away, next Saturday, 27 September.

First of all, thanks to Alpha Chi Omega for getting their completed Basic Data Form to me on time. It has been made available to your review team.

As for the rest of you... I hope you are making progress on completing the form, and that I'll receive it immediately if not sooner. One of the recommendations last year by the review teams was to cancel the accreditation visit and return a negative finding if the form isn't back in time. We have not accepted that as a general practice, but it's probably not wise to aggravate your Visiting Committee.

So please be sure to finish your form before 10pm Sunday so that I can have it in the hands (or email inbox) of your Visiting Committee by Monday morning. The form is linked from the Accreditation Coordinator's Web Page at <http://web.mit.edu/covert/ailgreviews/>

Please also read the instructions on "How to prepare" at that web page. You may also find last year's report, available at that page, to be a good resource for preparation.

At the review, the more members of your alumni/ae organization you can have present (up to about five), the better. You might even use the opportunity to invite an alumnus/a whom you are trying to recruit to be a new member of your corporation or advisory board (specific hint here as a possible way to jump-start an advisory board).

And while our official conversation is with the alumni/ae, obviously the undergraduate leadership also needs to be present. In addition to elected executive officers, we suggest the presence of underclassmen who are potential future leaders. If you bring a sophomore, s/he may be better prepared to participate again two years from now.

Our committees would be glad to have six to ten members of your organization sitting across the table.

Note: "nulldev@covert.org" is not a distribution list; it is a black hole so that replies using "reply all" are only sent to me. For transparency, the actual addressees are: covert, deb@alceon.com, esabine@rcn.com, rferrara, hermanm@space, kmiller, j_crom, acgilpin, rmdaspit, isr21, sawulf@enters.com, raffaella, dunster@dandunn.org, bonwunsch@aol.com, adiekalansky@gmail.com, jmaessen@alum, drebbel@gmail.com, bryand@alum, lisa_tatterson@yahoo.com

If mail concerning accreditation should be going to anyone else in your organization not listed above, feel free to forward this mail. You may also send me their address and they will be included in future email, such as mailing your results.

Regards/john
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