

Date: Mon, 07 Sep 2009 21:03:13 -0400  
From: John R Covert <covert@MIT.EDU>  
To: FSILGs Scheduled for Accreditation Reviews on 3 Oct <nulldev@covert.org>  
Subject: Preparing for your Accreditation Review on 3 October

Dear Alumni and Undergraduate Leaders of DKE, DTD, and ZP:

Thank you for confirming your availability to be reviewed by AILG Accreditation teams on Saturday, 3 October, and thank you for your flexibility in accomodating our date change from the original invitation and announcement sent out on 26 Augus. A copy of that announcement is available for your review and reference at <http://web.mit.edu/covert/ailgreviews/2009jrcforsep01.pdf>

Please ensure that your alumni and undergraduate officers will be available on that date during the time slots we have already confirmed: 9:00-11:00 for DTD and DKE and 1:00-3:00 for ZP.

**IMPORTANT:**

This message was sent to the list of contacts at the bottom of this page. These contacts were taken from the list of undergraduate presidents maintained by the FSILG office and the list of alumni presidents and alternate contacts maintained by the AILG. If someone else (or in addition) should be receiving mail about these reviews, please (a) forward this message and (b) send me the updated contact information so that I may include them on future mailings and in the case of new officers, pass the information along to the FSILG office and Alumni Association. Thanks.

We ask the alumni officers to please begin work together with the undergraduates on completing the Basic Data Form. The Form is now provided as an online data entry form; however, to keep your data confidential, you must save it yourself until you submit it by email to me. Your data is NOT stored in any files, permanent or temporary, on the Athena web script server. Please go to the web site at <http://web.mit.edu/covert/ailgreviews/> and follow the link to the form in the "How you should prepare" section or at the top and bottom of the page.

To help you prepare, I have sent the past BDFs and Reviews to each of the alumni presidents.

The form will be due two Sundays prior to the reviews (20 Sept) which is now two weeks away. We need the fully completed form as soon as possible in order to give the Visiting Committees time to review the information and to give both the visitors and your officers time to prepare for what we hope to be an effective and useful collaboration.

As we continue to develop this process, we find that it's important to make sure that our participating organizations are familiar with the main parameters under which the review process operates.

Our main contact is with each FSILG's alumni organization. As the AILG, the association of the alumni of FSILGs at MIT, our official dialogue is with our members: the alumni representatives. To streamline the scheduling process, we contact both alumni and undergraduate officers, and both alumni and undergraduates are encouraged to ask questions of and communicate with the Accreditation Coordinator, to participate in the preparation of response forms, and to be present at the reviews. All "official responses" are always expected to be from the alumni officers, who are required to be at the reviews and expected to provide advice to and oversight of the undergraduate participants.

Further information about the review process is available at the Accreditation Coordinator's web page:  
<http://web.mit.edu/covert/ailgreviews/> and further information

about the program in general may be read on the AILG site at  
<http://mitailg.org/accreditation/accreditation.html>

The most detailed and complete source of information is the Year  
End 2008-9 Report, which is linked from the Accreditation  
Coordinator's page.

If you have any questions, please do not hesitate to contact me.

Regards,  
John R. Covert  
Coordinator  
MIT AILG Accreditation Program  
covert@mit.edu  
MIT Phone 617 32 4-8259 (day evening, and cell)  
Phi Kappa Theta

p.s. "nulldev" is not a distribution list; it is a black hole so  
that "reply all" does not spam everyone.

Sent to:

Zeta Psi:  
Douglas Creager  
Charles Broderick  
Chris Peters

DKE:  
Ralph Grismala  
Mike Hawrylchak  
James Oleinik

DTD:  
Ash Dyer  
Julio Devora