

To: mitailg@mit.edu, fsilg-pres@mit.edu
Date: Thu, 07 Feb 2013 14:52:36 -0500
From: John R Covert <covert@MIT.EDU>
Subject: [mitailg] Spring 2013 Accreditation Program Announcement

Dear Fellow FSILG Alumni/ae Leaders and Undergraduate Presidents

The MIT AILG Accreditation Committee is inviting the following FSILGs to be reviewed during Spring 2013:

Chi Phi, Delta Upsilon, Fenway House, Kappa Alpha Theta, Nu Delta, Phi Beta Epsilon, Phi Kappa Theta, Pi Lambda Phi, pika, Sigma Alpha Epsilon, Sigma Kappa, Sigma Nu, Sigma Phi Epsilon, Tau Epsilon Phi, WILG, and Zeta Beta Tau.

As announced at last Fall's AILG Plenary Meetings, the accreditation Schedule will include the following four Saturdays 9 March, 16 March, 6 April, and 20 April. The first date is just over four weeks away.

A. FSILGs scheduled are requested to reply to confirm dates.
(Thanks to Sigma Nu for requesting and confirming 20 April.)

B. Visiting Committee volunteers are requested to reply with their availability.

Please send me a request for a date no later than Wednesday, February 20th, and sooner if possible. The official request MUST come from an alumnus/a volunteer.

I repeat: 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 later dates. 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.

Early responders will get first preference. We are usually able to accommodate most organizations with their first preference, and only a few with their second.

I will begin assigning organizations to the March 9th date on February 21st, and on February 27th I will assign other dates to any organization which has not responded and inform all FSILGs of the final dates for the semester. You must confirm your assigned date within 30 days of notification, and earlier if possible (especially if your chosen date falls within the 30 day window).

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.

Last year we 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 Monday evening, 11 February (unless I have a major power outage). In order to plan for the information you'll need to collect, you may wish to take a look at the Fall 2012 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 hope to be able to schedule volunteers for no more than a single Saturday this Fall. 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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Phi Kappa Theta