--- Minutes of the Sept. 30 Accreditation Committee ---
Attending: Herman Marshall, Bob Ferrara, John Covert, Marlena Martinez Love.

1- John Covert reported on the progress toward filling review teams for the three sessions planned for fall 2013.  See the web page for details (<http://web.mit.edu/ailg/ailgreviews/>).  Two living groups, Sigma Phi Epsilon and Alpha Phi, have volunteered to allow Dean Humphreys to attend their reviews on 11/16/13.  Most reviews on 9/28 went well; the conversation focussed primarily on the review at Fenway and concer as to whether the preliminary report adequately represents the status of the living group.  We decided that the review team should provide a final draft by Oct. 8th, so that it could be reviewed by the Accreditation Committee before submission to the Fenway alumni.  This timetable was designed so that the final, approved report would be available to the AILG Board at its next meeting (10/24/13).

2- A draft of the 2012-13 committee report was provided by John.  Some comments are already included and everyone is encouraged to submit comments before our next meeting.  David Hutchings will also get a copy.  We discussed the overall structure of the report, which hasn't changed much in several years, and the authorship. On the last point, it was agreed that last year's report should have last year's committee members as authors, with David H as the lead author.

3- We spent most of the meeting talking about the listing of goals for the Accreditation committee for 2013-14. See  page 7 of the handout at the 9/11/13 AILG plenary meeting:

<http://ailg.mit.edu/wp-content/uploads/2013/09/AILG-Plenary-Agenda-Handouts-130911.pdf>

Item a merely states that we should continue to manage the Accreditation program.  We expect that substantial time at future meetings will focus on item b, improving evaluation criteria and reporting consistency.  We will obtain a bit more clarity on item c, explaining the program to undergrads, partly by raising the subject at the next Board meeting and partly by contacting undergrad leaders about how to present info about accreditation reviews.  Such info could entail preparing FAQs and going to meetings with undergrads.  For item d, publicizing best practices, we thought that it would be best to have a 15-min presentation at a plenary that summarizes common and outstanding best practices and lessons learned.  I will prepare a handout for review at the next committee meeting.  Item e (how FSILG staff can participate in reviews) is underway as Dean Humphreys will attend a review on 11/16.  Afterward, we will see what more is needed or feasible.  We began progress on items f!
  and g that concern relations with the Facilities committee and possible interventions, when John and I talked with Steve Summit on 9/28 (between reviews).  Suggestions from that meeting will be discussed at the next committee meeting.

The next meeting will be on Monday, Nov. 4 at 4PM in W59-200.