1. Final preparations for Mary Breslin’s visit on Thursday, May 29th.
   - Keep meetings specific to team criteria and core components. General issues will be addressed at the end-of-day debrief.
   - Let’s make good use of Mary Breslin’s insight and experience.
   - Names of team members expected to attend will be added closer to the visit. Email these names to Simon when they become available.

2. Writing team reports: Status of chapter drafts. Questions for Mary.
   - **Criterion One:** How do the action steps and challenges look? Are these specific sections robust? Governance? Any other areas of neglect or omissions?
   - **Criterion Two:** Testing the storyline and the plan related to financial issues.
   - **Criterion Three:** Survey has been sent out with 97 responses garnered. Question: How to deal with academic initiatives not part of academic programs? Overall, a bit behind schedule but making progress.
   - **Criterion Four:** Considerable overlap with criterions three and four. How to make best use of assessment data/evidence? How is this data informing current decisions? Question for Mary: Are the examples we have examples of “closing the loop”? How do we communicate this story to the community?
   - **Criterion Five:** Challenge is how to deal with wealth of information. Collective writing team conversation at the end about challenges. Graphic representation. Demonstrating connection between engagement/service and faculty promotion/tenure.
   - **Publicity and Logistics:** Communication plan is finished and in binder form.

3. Details regarding Executive Summary. A concise version of the self study report including a basic summary and findings. This will be a good resource for the campus community.

4. Summer edits. Drafts will come in June 9th. Over the summer, drafts will be carefully read and edited, with some introductory additions. By the fall, we will have a working draft of the entire document.

5. Fall ½ day retreat for writing teams information. Will give the writing teams, collectively, a final look. Writing teams will leave that retreat with final plans.