Summary Note:

1. Develop “Prep-sheet” as “refresher” for Accreditation visit, capturing *things you should know*.
   Draft will be forth coming for your review and input.

2. Ask Division/Department/Program and services to disseminate #1, as well as have conversation about this.

3. Laminate Integrated Planning orbit (50) and distribute them to key offices across campus.

4. Heidi and Kuni will suggest a preliminary “approach” to framing an *Institutional Benchmarking process* and discuss it with this group in our next meeting.

5. In our next meeting, we will synch as best as possible Program Review, SLO/A and BRAC timeline so we could communicate with our community about this within the context of the Integrated Planning (hence the orbit).