

Good morning fellow Accreditation Leads and Team Members,

**I invite you to our Accreditation Halloween Laboratory on Friday, October 31, 7:30 a.m. to 1:00 p.m. in the Business Building (B2, B4, and B8).**

Sonya will provide coffee and a light breakfast AND an early lunch at 11:00. **Please RSVP by October 24<sup>th</sup>** to help us with the count. Sonya plans to attend as well.

**Location information:**

**We will gather in B8**, a large room which seats 50. We will have this room for our lab—primarily group work, discussion, and meals.

We have B2, a 37-seat computer lab.

We also have B4, which seats 32, for smaller group work.

While the Halloween Laboratory focuses on accreditation work, we will also include people working on Program Review and Strategic Directions.

We hope that the lab allows teams who have had a hard time getting together to finally meet up and follow up on the work conducted by email so far.

I encourage all teams to attend and serve as resources as we gather and upload evidence in SharePoint and write, write, write.

Bring your laptops or use the computer lab and come ready to work and to write and to get the job done.

**To capitalize on this work session, the Progress Report due date will move from October 27 to Monday, November 3, by noon.**