Office Memorandum

Date: 11/4/2016
To: Distribution
From: Karin Elliott Brown
Copies to: L. Mahoney
Subject: Notice of Meeting and Agenda

A WSCUC Steering Committee Meeting is scheduled for:
Date: November 7, 2016
Time: 9:00am – 11:00am
Place: Library Community Room (Library N-B131)
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A G E N D A

1. Call to Order
2. Introductions
3. Discussion Items:
    a. Overview of WSCUC and Self-Study Process
    b. Scope of Work for Steering Committee and Writing Teams
    c. Review of Organizational Structure
    d. Draft of Timeline
    e. Preparation for November 9 training with Barbara Gross Davis
    f. Dates for recurrent meetings
    g. Introduction to Smartsheet
4. Adjourn

Distribution:

Bippus, Amy	Ellis, Andre	Miller, Jennifer
Brown, Karin E.	Lee, Benjamin	Partow-Navid, Parviz
Chavez, Andrew	London, William	Whitcomb, Laura
Dennis, Jessica	Mahoney, Lynn	Willard, Michael
Dunbar, Michelle	Menzies, Holly	