# Office Memorandum

Date: April 5, 2017
To: Distribution
From: Karin Brown
Copies to: L. Mahoney
Subject: Notice of Meeting and Agenda

A WSCUC Steering Committee meeting is scheduled for:
Date: April 7, 2017
Time: 10:00am – 11:30am
Place: NSS Conference Room (ASC B 223)
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**A G E N D A**

1. Call to Order
2. Announcements
3. Approval of Agenda
4. Approval of Minutes for March 24
5. Discussion Items:
    a. 5-10 minute reports from writing teams (Team Leads)
    b. Feedback for Essays 4 and 6
    c. Review of summer timeline draft
    d. Questions and/or concerns for the Steering Committee
6. Upcoming meeting dates for Spring semester: 5/5, 5/19
7. Adjourn

**Distribution:**

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