Office Memorandum

Date: April 26, 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: May 5, 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 April 7
5. Discussion Items:
    a. 5-10 minute reports from writing teams (Team Leads)
    b. Feedback for Essays 1 and 5
    c. Review of summer timeline draft
    d. Questions and/or concerns for the Steering Committee
    e. Feedback on support needed from Public Affairs
6. Upcoming meeting dates for Spring semester: 5/19 (Review of Essays 2, 3, and 7)
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	