Office Memorandum

Date: September 18, 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: September 20, 2017
Time: 9:30 a.m. – 11:00 a.m.
Place: Library Dean's Conference Room (LIB N B137)
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A G E N D A

1. Call to Order
2. Announcements
    a. Update on Institutional Report
3. Approval of Agenda
4. Approval of Minutes from August 23
5. Discussion Items:
    a. Town Halls (October 17, 25, 26, 30; 3:00 – 4:30 p.m., Golden Eagle Ballroom 3)
        a. Sign Ups
        b. Review of essay slides and select discussion questions
    b. Communication Plan Update
        a. Town Hall Preparation Meeting before October 17
        b. Town Hall Debriefing and Data Review (2nd week of November)
6. Questions and/or concerns for the Steering Committee
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	