

# 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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## AGENDA

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	

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**OFFICE OF THE PROVOST FOR ACADEMIC AFFAIRS**