

# MINUTES

## WASC Steering Committee

*Date: November 7, 2016 | Time: 9:00am -11:00am*

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### Attendance

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

Not in attendance: Holly Menzies

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### Call to Order, Approval of Agenda (AOA), Approval of Minutes (AOM)

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Karin E. Brown called the meeting to order at 9:08am.

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### Scope of Work

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Discussion: Dr. Brown gave an overview of the scope of work of the committee and the writing teams as they relate to the completion of the self-study and institutional report. A summary of the “Review under WSCUC Standards and Guidelines” worksheet for Essay 2 was presented.

Conclusions: Members were asked to review the “Institutional Review Process” document that was distributed in preparation for the November 9 meeting with Barbara Gross Davis.

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### Review of Organizational Structure

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Discussion: Dr. Brown discussed the process for deciding who should serve on each of the different essay teams and noted that considerations of expertise, experience, and faculty interest were considered when proposing which individuals should serve on the teams. Dr. Brown offered an opportunity for feedback/discussion on the organization of team members for each essay. It was also mentioned that the writing teams could use data from or consult with other members of the campus community as resources to complete the essays.

Conclusions: Dr. Brown called in a motion to approve the organizational chart of the WASC Steering Committee, including the leads, co-leads, and members of each writing team. Andre Ellis seconded the motion. The motion was approved.

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### Draft of Timeline

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Discussion: Dr. Brown presented the draft of the self-study and institutional report timeline and discussed each major milestone. Remaining faculty members for each essay team must submit nominations to the Academic Senate by November 21. Final decisions will be determined by December 2. Soon after, ideally before winter break, the writing teams will convene for the first time to outline the spring semester.

Conclusions: Writing teams will work with Andrew to schedule recurrent writing team meetings for spring semester.

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### Preparation for November 9 training with Barbara Gross Davis

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Discussion: The committee was reminded about the two different appointments with Barbara Gross Davis on November 9. The first will be a workshop led by Barbara Gross Davis with other members of the campus community and the second will be a meeting only with the steering committee.

Conclusions: Committee members were advised to review the "Institutional Review Process" handout and identify any questions for Barbara Gross Davis.

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### Dates for Recurrent Meetings

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Discussion: Committee members were asked to identify a time and day for recurrent meetings but a set date could not be established. Dr. Brown recommended that the committee should have task-based meetings twice a month to keep the projects moving forward.

Conclusions: Andrew will send out a Doodle calendar to propose future committee meetings. The next meeting was scheduled for Monday, December 5, from 10 – 11:30am.

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### Introduction to Smartsheet

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Discussion: A brief summary of the project management tool Smartsheet was presented to committee members. The committee was informed that Smartsheet will be the tool that the committee uses to track progress on the institutional report and self-study but other similar tools (Google Docs, email, etc.) could be used by the writing teams.

Conclusions: The next steering committee meeting on December 5 will be devoted to a training session on how to use Smartsheet. Andrew will email the orientation video to committee members.

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### Adjournment

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The meeting was adjourned at 10:14am.