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)

A G E N D A

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:
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