A WSCUC Steering Committee meeting is scheduled for:
Date: December 5, 2016
Time: 10:00am – 11:30am
Place: Library Community Room (LIB N B131)

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AGENDA

1. Call to Order

2. Approval of Minutes for 11/7/2016

3. Announcements

4. Discussion Items:
   a. Updates on Writing Teams
   b. Presentation of Smartsheet for project management
      • Overview of template (Andrew)
      • Example of Smartsheet use by Institutional Research (Wendy)
      • Recommendation for writing teams’ use of Smartsheet (Parviz)
   c. Dates for Spring 2016 writing team meetings

5. Questions or Concerns from the group

6. 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, Michele             Menzies, Holly