

# Office Memorandum



Date: March 3, 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: March 10, 2017

Time: 10:00am – 11:30am

Place: NSS Dean's Conference Room (ASC B223)

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## A G E N D A

1. Call to Order
2. Announcements
3. Approval of Agenda
4. Approval of Minutes for February 17, February 24
5. Discussion Items:
  - a. 5-10 minute reports from writing teams (Team Leads)
  - b. Questions and/or concerns for the Steering Committee
  - c. Timeline for deliverables
6. Upcoming meeting dates for Spring semester: 3/24, 4/7, 4/21, 5/5, 5/19
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	