

Office Memorandum



Date: April 5, 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: April 7, 2017
Time: 10:00am – 11:30am
Place: NSS Conference Room (ASC B 223)

A G E N D A

1. Call to Order
2. Announcements
3. Approval of Agenda
4. Approval of Minutes for March 24
5. Discussion Items:
 - a. 5-10 minute reports from writing teams (Team Leads)
 - b. Feedback for Essays 4 and 6
 - c. Review of summer timeline draft
 - d. Questions and/or concerns for the Steering Committee
6. Upcoming meeting dates for Spring semester: 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	