

# MINUTES

## WSCUC Steering Committee

*Date: August 2, 2017 | Time 10:00am – 11:30am*

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### Attendance

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Karin Elliott Brown, Andrew Chavez, Jessica Dennis, Michele Dunbar, Benjamin Lee, Parviz Partow, Laura Whitcomb, Bill London, Holly Menzies, Jennifer Miller, Michael Willard, Amy Bippus, Andre Ellis

Not in attendance:

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### Call to Order

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The meeting was called to order at 10:03 a.m.

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### Announcements

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- N/A

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### Approval of Agenda and Minutes

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- Laura motioned to approve the agenda. Parviz seconded the motion and the agenda was approved. Laura provided edits to the July 19 minutes and motioned to approve. Parviz seconded the motion and minutes were approved.

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### Review of Communication Plan

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- The Steering Committee brainstormed ideas for a participation prize for the Fall Town Halls. Ideas included: gift card raffle, a parking pass, dinner/lunch with personnel, pizza party for student organizations who bring the most students. Frangelo has a list of student organizations.
- The Steering Committee suggested that the announcement in University Times should be half a page for the town hall announcements and one full page before the visit.
- ASi may be able to provide other ideas for incentives. Andrew will give a presentation at ASi since most of the current members are new and may not be familiar with WSCUC.

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### Ideas for Town Halls

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- At the town halls, a brief overview of the WSCUC process will be presented, followed by breakout discussion groups related to specific essays. All discussion groups should include students, faculty, staff, and administrators.
- Steering Committee members should plan to be at the town halls where their essays are being reviewed.
- Steering Committee members can serve as facilitators and members of the writing teams and CACs could serve as note takers during the town halls.

- The Steering Committee can use town hall qualitative data to address any discrepancies between students, faculty, staff, and administrators in the quantitative survey. Alternatively, the Steering Committee could present specific questions during the town halls that address any discrepancies.
- During the town halls, notes will be recorded in a similar manner to that of the strategic planning town halls and discussions could be synthesized into bullet points.
- The Steering Committee should promote the town halls in terms of major discussion topics or pose essays draft as a questions, rather than chapter titles.
- Steering Committee members will be asked to draft a PowerPoint slide that summarizes the topics in their essay. Andrew will send a template for the slides.
- There should be an opportunity for students to give written feedback.
- The order of the town halls should be flipped. Chapters 5, 6, and 7 will be covered on October 16<sup>th</sup> and 17<sup>th</sup> and Chapters 3 and 4 will be covered on October 25<sup>th</sup> and 26<sup>th</sup>.

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#### 5-10 Minute Reports from Team Leads (if any)

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N/A

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#### Questions or Concerns for the Steering Committee

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- N/A

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#### Adjournment

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The meeting was adjourned at 11:19 a.m.