

# Office Memorandum



Date: February 15, 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: February 17  
Time: 10:00am – 11:30am  
Place: Library Dean's Conference Room (LIB N B137)

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## AGENDA

1. Call to Order
2. Announcements
3. Approval of Minutes for February 3
4. Approval of Agenda
5. Discussion Items:
  - a. 5 – 10 minute reports from writing teams, including bullet points for essay outlines (Team Leads)
  - b. Review of exhibits in Smartsheet (Andrew)
  - c. Review of Accreditation, Program Review, and Assessment websites (Andrew)
  - d. Questions and/or concerns for the Steering Committee
6. 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	