

# Office Memorandum



Date:  
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 3

Time: 10:00am – 11:30am

Place: Annenberg Science Complex B223

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## A G E N D A

1. Call to Order
2. Discussion Items:
  - a. Plan to collect “Review under WSCUC Standards Worksheet” for each writing team (Karin)
  - b. 5 – 10 minute reports from writing teams (Team Leads)
  - c. Review of exhibits in Smartsheet (Andrew)
  - d. Questions and/or concerns for the Steering Committee
3. 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	