

# MINUTES

## WSCUC Steering Committee

*Date: February 24, 2017 | Time 10:00am – 11:30am*

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### Attendance

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Jennifer Miller, Parviz Partow, William London, Holly Menzies, Andre Ellis, Laura Whitcomb, Michelle Dunbar, Jessica Dennis, Benjamin Lee, Andrew Chavez

Not in Attendance: Karin Elliott Brown, Amy Bippus, Michael Willard

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### Announcements

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N/A

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### Call to Order, Approval of Agenda, Approval of Minutes

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The meeting was called to order at 10:06 am. Minutes from the February 17 meeting will be approved at the March 10 Steering Committee meeting.

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### Review of Accreditation, Program Review, and Assessment Website

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The Steering Committee reviewed the pages and provided recommendations for changes to the website. Some of the suggestions included reducing the length of writing on certain pages (i.e., About WSCUC; Program Review; Assessment), separating Program Review and Assessment, collapsing menu items for WSCUC Accreditation, Program Review, and Assessment, and reorganizing the menu so that Program Review was the first menu item instead of WSCUC Accreditation. The Steering Committee also recommended adding a Related Websites section that would include links to the Strategic Plan, Institutional Research, Student Policies, and adding a page for General Education.

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### Review of Exhibits in Smartsheet

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The Steering Committee was presented an overview of the set-up of the Smartsheet. Each essay team has its own row where they can upload any documents for the group to view. The Steering Committee members were encouraged to upload any documents to both the individual writing teams' sheets and also the main Steering Committee sheet. The Steering Committee suggested that each team review the examples of San Marcos and Sacramento to see what types of exhibits need to be highlighted and how many should be included in the report. The Committee noted, however, that it would be best to collect as many exhibits and data as possible and decide on which exhibits to include once a comprehensive list was compiled. The Committee also raised the question about where the scope of work for each team was derived from. The essay teams already organized their own outlines and were not sure if the scope of work that was provided at the beginning of the semester covered mandatory topics or if it was more of a guide. Andre Ellis shared a draft of an organizational chart for Assessment and Program Review.

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### Proposed Meeting Dates for Spring Semester

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The Steering Committee was presented with the following meeting dates for the remainder of the semester: 3/10, 3/24, 4/7, 4/21, 5/5, 5/19. Beginning with the next meeting on March 10, the Steering Committee will convene every two weeks, instead of every week.

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#### Adjournment

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The meeting was adjourned at 11:20 am.