

# MINUTES

## WSCUC Steering Committee

*Date: December 5, 2016 | Time 10:00am – 11:30am*

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### Attendance

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

Guest: Wendy Xiong

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### Call to Order, Approval of Minutes (AOM)

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Karin Brown called meeting to order at 10:04am.

AOM: L. Whitcomb motioned, Bill London 2<sup>nd</sup>, approved.

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### Announcements

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None.

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### Overview of Smartsheet

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Discussion: An overview of how to use the Smartsheet software for project management was presented. Wendy, Michele, and Parviz showed examples of how Smartsheet has been used by other campus departments. Members of the committee discussed how to use the Smartsheet as a common place for documents and notes related to tasks and deadlines.

Conclusions: It was decided that writing teams will have their own tabs that are linked into the Steering Committee project and that the writing team leads will make the decision on how much editing access is granted to team members. Relevant documents from all individual writing teams will be uploaded to the Smartsheet for use by all other teams.

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### Dates for Spring 2017 Committee Meetings

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Discussion: It was suggested that the writing teams convene for the first time before or during the first week of spring semester. At first, steering committee meetings will be held every week and will then become bimonthly meetings.

Conclusions: The next steering committee meeting will be on February 3, from 10:00am to 11:30am.

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### Adjournment

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The meeting was adjourned at 11:28am.