

March 20, 2018, 1- 2 pm
Steering Committee Meeting
Room 4180

- 1) Important reminders via outlook for the standards chairs (re: Michele's e-mail)
 - a. **April 10-** You may want to use this date as a deadline for your writers to upload evidence to Google Drive or Sharepoint (assuming that you are using one).
 - b. **April 23-** Provide a Master List of evidence to the Tri-Chairs on the template we provide. Double-check that the names of the documents are correct. (The next day, the tri-chairs will review the names for an additional layer of editing, and consolidate the lists into a single master list to guide your uploads. So this April 23 deadline is critical.)
 - c. **April 30-** After hearing from the tri-chairs, upload your standard's evidence into SPOL.
 - d. **May 25-** Ask writers to upload their narrative/ outline and create hyperlinks to evidence within SPOL. (Or standards chairs can complete this step.)
 - e. **September 14-** Remind writers to submit their first draft in SPOL by this date.

- 2) Standards chairs provide updates/ strategies/ tips/ questions regarding their meetings with writers
 - a. Nancy may be available as a retainer for individual/ group meetings, but please contact her in advance.
 - b. Excel spreadsheet noting which writers attended workshops (noted with an O)

- 3) Resources available on sharepoint and the [website](#)
 - a. Evidence Naming Conventions (updated)
 - b. Website screenshot model
 - c. Model of a response
 - d. Workshop materials and recordings on [sharepoint](#)

- 4) Upcoming Workshops (all will be held from 1-2 pm)
 - a. Workshop #4, April 3
 - b. Workshop #5, May 1

- 5) Strategic Planning Forum this Friday, March 23, from 12:30- 2 pm at the Fireside Dining Room