

April 14, 2018, 1- 2 pm

Steering Committee Meeting

Room 4180

- 1) Update from each standard's chair(s) on progress thus far, as detailed as possible (how many sections of each standard are completed? How many sections at least have evidence thus far? etc.)
- 2) Review of SPOL: Uploading evidence and linking to standards
- 3) Thanks!
- 4) Reminders:
 - a. Please alert tri-chairs about which standards need work to be met and which websites need to be updated.
 - b. Important reminders via outlook for the standards chairs (re: Michele's e-mail)
 - i. **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.)
 - ii. **April 30**- After hearing from the tri-chairs, upload your standard's evidence into SPOL.
 - iii. **May 25**- Ask writers to upload their narrative/ outline and create hyperlinks to evidence within SPOL. (Or standards chairs can complete this step.)
 - iv. **September 14**- Remind writers to submit their first draft in SPOL by this date.
 - c. Resources available on sharepoint and the [website](#)
 - i. Evidence Naming Conventions (updated)/ Website screenshot model
 - ii. Model of a response
 - iii. Workshop materials and recordings on [sharepoint](#)
 1. Writing Workshop-Worksheet 3- 20180403 (Nancy's template— thanks, Rika and Jim!))
 - d. Last Writing Workshop, May 1, 1-2 pm