

March 20, 2018, 1- 2 pm

Steering Committee Meeting Notes

Room 4180

- 1) Standards chairs were reminded of the following important deadlines, which Michele also captured in an e-mail
 - a. **April 10-** Opt to use this date as a deadline for writers to upload evidence to Google Drive or Sharepoint.
 - b. **April 23-** Provide a Master List of evidence to the tri-chairs on the template they provide in sharepoint. 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 each standard's uploads. So this April 23 deadline is critical.)
 - c. **April 30-** After hearing from the tri-chairs, upload their standard's evidence into SPOL.
 - d. **May 25-** Chairs should upload standards narratives/ outlines and hyperlink evidence where indicated. (These uploads will enable the tri-chairs and ALO to gauge progress on the ISER, and to identify who may need assistance.)
 - e. **September 14-** Remind writers to submit their first draft in SPOL by this date.

- 2) Standards chairs provided updates/ strategies/ tips/ questions regarding their meetings with writers. All but one of the standards teams met at least once, and this week the last was to meet with their 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) – This spreadsheet enables chairs to identify who may need guidance.

- 3) Resources available on sharepoint and the [website](#)
 - a. Evidence Naming Conventions (updated)
 - b. Website screenshot model (important since certain web pages may be undergoing revision, and in case the visiting team lacks internet connectivity)
 - c. Model of a response that deconstructs how to compose a narrative, use the appropriate evidence naming conventions, and what to name each section of the response



- d. Workshop materials and recordings of workshops 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 – Encourage faculty and staff to participate since it is a revision of the strategic goals and initiatives, essentially the priorities of the College.