Self-Study Steering Committee  
September 16, 2016  
12:30 p.m. in J-202


Recorder: G. Thorstensen

Fall Strategies

- McAlister and Nigro distributed a working timeline document.
- This semester working groups should gather and upload documentation and begin formulating reports. The 10-11 page reports from each working group should show compliance and recommendations.
- **Major Deadlines:**
  - Progress Report: 12/16/16
  - First Drafts: 1/31/17
  - Second Drafts: 4/30/17
  - Finished Report: 6/30/17

Portal

- Kurtz demonstrated use of the portal.
  - **Research, Documentation and Evidence:** In this area, groups will upload evidence documents. Groups can upload all documents or link to their Google Site.
  - **Calendar:** This tool shows all working group and Steering Committee meetings.
  - **Working Draft Reports:** Working groups will upload their draft reports to this folder.
- The committee discussed access control of the working portal. The committee will gradually increase access by sharing the second draft report.

Other Business

- Members were encouraged to read the “Potential Pitfalls” document in *Creating a Useful Process and Report.*
- Members were advised to look back as far as the last Periodic Review Report but to focus on the future.
- Members were reminded to send their meeting dates to Thorstensen.