

Our mission is to cultivate world-class thinkers.



Meeting Agenda

Date: December 13th, 2021

Time: 3:30-5:30

Location: Virtual

Attendees:

Purpose: Provide context and purpose for the writing committee and review writing vendors using a rubric.

Desired Outcomes: By the end of this meeting, we will have:

- A shared understanding of the writing adoption process
- A shared understanding of the rubric
- Notes on each vendor presentation from each committee member

Time	Topic	Process	Presenter
3:30 - 3:45	Introduction	Review Working Agreements Review Process Rubric	Jenn
3:45-4:15	Vendor Presentation - Step Up to Writing	Committee members take notes	Aaron Langley
4:15-4:25	Q & A / Complete Rubric	Vendor answers questions Committee completes rubrics	Committee Members
4:25-4:35	10 minute break		
4:35 - 5:05	Vendor Presentation	Committee members take notes	Nancy Chalex or Megan Green
5:05 - 5:15	Q & A / Complete Rubric	Vendor answers questions Committee completes rubrics	Committee Members
5:15-5:20	Wrap up and Next Steps	Tentative meeting on 1/10 3:30-5 p.m.	Shelly