Writing Committee Meeting Minutes

Date: Wednesday, June 8 from 4 p.m.-5 p.m. in Zoom
Attendance: Robert Wojtowicz, Kelly Rippard, Joshua Behr, Michelle Carpenter, Annette Finley-Croswhite, Veleka Gatling, Amber Kennedy, Ryan Mccann, Moustafa Moustafa, Cynthia Tomovic, Philip Walzer, Scott Harrison, Amy Kitts, Joleen Mcinnis

1. The meeting began with review of the meeting minutes from the last meeting on May 25.
2. Review of Opportunities and Challenges revisions
   a. Stylistic discussion: Are we using an Oxford comma (AP style vs. academic)? Yes, we will stick with it for now.
   b. Research question: Are we going to specify action vs. basic or pure, scientific, or theoretical? Perhaps we leave it as research for now and wait to make updates in final document after we see the rest of the sub-committee reports. We are R1, and we want faculty pursuing federally-funded research not just focusing on research for academic purposes.
3. Steering Committee Updates:
   a. They meet for 3 hours on Thursday, June 9 and another 3 hours the following week. Sub-committees will present the rest of the 7 reports that we are waiting on. This week: Strategic Enrollment Growth, Student Engagement and Success, Philanthropic Giving and Alumni Engagement, and Corporate/Community Partnerships and Economic Development. Next week, Research Growth, Academic Excellence, and Branding, Marketing, and Communication.
4. Review of Process:
   a. We do have to wait until the reports are approved before we can start using the information or are given access to review them.
   b. We should expect each committee to provide objectives, goals, and KPIs.
5. Our group assignments:

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<thead>
<tr>
<th>Strategic Enrollment Growth</th>
<th>Ryan, Amy, Joleen</th>
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<tr>
<td>Student Engagement and Success</td>
<td>Valeka, Michelle, Scott</td>
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<tr>
<td>Philanthropic Giving and Alumni Engagement</td>
<td>Annette, Moustafa, and Phillip</td>
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<tr>
<td>Corporate/Community Partnerships and Economic Development</td>
<td>Amber, Josh, Cynthia</td>
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6. Task List:
   a. When the reports are approved and available, we will share them via Teams. Before we meet again, we ask that you start reading them and discussing any links you see and revision ideas you have.

Next Meeting: Wednesday, June 22 from 3-5 p.m. in Zoom (Moving to 2 hour meetings now)