

## St. Olaf College

### October 17, 2017 Steering Committee Meeting Notes

**By:** Aase  
**Date:** October 17, 2017  
**Time:** 7:30am – 9:45am

**Project Name:** SRAP  
**Location:** TOH255

**Attendees:** Hanson                      Dietz                      Sortor  
                    Walter                      King                      Beld

**Others Present:** Lembke                      Dressen                      Mathews  
                    Canon                      Aase

**Absent:** Weaver

### Discussion

The draft non-instructional questionnaire template was reviewed and edited. Both the non-instructional and the instructional program review groups have their initial meetings on October 18. These groups will review the templates.

### Next Steps/Agenda

- Review the final non-instructional and instructional templates.
  - Do they have a parallel structure?
  - Should they be refined? If so, how?
  - Are we getting the information we need?
- Determine what data should accompany the templates and how that data should be presented (graphs, percentages, etc.)
- Determine how templates will be distributed, to whom they are distributed, and when they are distributed.

### Next Meeting(s)

- Oct 24, 7:30am - 8:45am TOH255