

From: [Robertson, Beth](#)
To: [Hsieh, Chialin](#); [Kratochvil, Bob](#); [Ybarra, Nancy](#); [Maxwell, Tanisha](#); [Montoya, Carlos](#); [Belman, Dave](#); [Goff, Christina](#); [Bearden, Joshua](#); [Almassey, Nicole](#); [Thyra Cobbs](#); [LMCASPresident](#); [Warfe, Scott](#)
Cc: [Kwist, Sabrina](#); [Adams, Jennifer](#)
Subject: ASC & Standard Team Captains Meeting
Date: Wednesday, April 15, 2020 12:12:41 PM
Attachments: [ASC Minutes - 13Feb2020.pdf](#)

Good Afternoon ASC & Standard Team Captains,

The next ASC & Standard Team Captains meeting was scheduled for tomorrow, Thursday April 16th at 1:00 p.m. After some discussion with Chialin and Bob it was determined that there is no new information to report and this meeting will be cancelled. However, if there are any ASC members and/or Standard Team Captains that have any questions or would like to have a virtual check-in with Chialin, Bob, and I at 1:00 p.m. on Thursday April 16th please let me know by 4:00 p.m. today and I will schedule the Zoom and e-mail the details to those wishing to participate.

In lieu of the meeting I have included below a reminder of upcoming deadlines and processes' and the minutes from our February 13th meeting. Please take note of these deadlines as we are nearing the final draft of our ISER and evidence, timelines have become increasingly tight to ensure we meet the designated read and approval dates of shared governance. The information highlighted below is specific to the work and corresponding deadlines for Standard Team Captains.

Friday, April 17th 3:00 p.m.: Senators' feedback due to BethAnn and Chialin.

Saturday, April 18th Morning: BethAnn and Chialin will email Senators' feedback received to Standard Team Captains (if any is included).

Monday, April 20th Morning: Standard Team Captains will provide their revisions from incorporating feedback received to Jennifer Adams (if any is included).

Monday April 20th Morning: All evidence should be finalized and submitted. BethAnn will begin the process of numbering the evidence in the ISER.

Wednesday, April 22nd Morning: Jennifer Adams will send the ISER draft revisions (in green highlighted font) based on the edits she received from the Standard Team Captains for BethAnn to incorporate to the final draft of the ISER.

Thursday, April 23rd Morning: BethAnn email the final draft of the ISER to Senate leaders for the 2nd read on April 27th.

Please feel free to contact me should you have any questions or require additional information.

Thank you and have a great day!

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