

**Schedule for Subcommittee document submission/ Steering Committee review
December, 2014-May, 2015
(Approved by Steering Committee, 10/14/2014)**

Wed, December 3, 2014	SC meeting
Wed, December 10, 2014	Outlines of full reports due from subcommittees
December 2014-early Jan. 2015	Ben, Laura, Hilliary review outlines for major gaps/weaknesses. Outlines compiled and sent to SC for review, esp. checking for overlaps
Tues, Jan. 21, 2015	SC meeting/ approval of report outlines Discuss places where there is particularly strong/weak evidence
Wed, February 18, 2015	SC Meeting/ Discussion of emerging themes/ issues
Thurs, February 19, 2015	Draft full reports (20-25 pages) due by 4:30
Fri, February 20, 2015	Full reports compiled and sent to SC by email for review. Review reports mainly for accuracy, clarity, support of claims, and themes.
Week of February 23	Meeting with 14 subcommittee chairs/ Ben/ Laura/Hilliary to discuss emerging themes/ common issues/ possible final structure (date/ time TBA)
Wed. March 3	Extended meeting of SC to review and give feedback to subcommittees, esp. in terms of accuracy, clarity, support of claims, and themes
March 7-15, 2015	IUP Spring Break
Wed, March 18	<i>SC meeting: CANCELLED</i>
Tues, March 31	SC meeting – SC reviews subcommittee-revised drafts/ Themes to revisit, connections to highlight.
Wed, April 15	SC meeting – Final Reports due
Tues, April 28	Final SC meeting for 2014-2015