

**Minutes for the CNAP Committee Meeting  
November 29, 2017 at 11:00 AM in 123 HSS**

**Attended By**

8. Sarah will need early access to the building to set up videotaping equipment.

WF will make sure that she can be there by 8 AM.

9. Advertising for our next event should begin soon. It is likely this event will be in early to mid-February (the 10<sup>th</sup> or 17<sup>th</sup>).

10. The Minutes of last meeting were unanimously approved at 11:45 AM

11. WF will ensure that all doors to Stright Hall will be opened and accessible to workshop attendees on Dec. 2<sup>nd</sup>. Signs will be posted on all doors to guide participants to the location of the workshop.

12. BR will provide name tags for all participants.

13. DF will ensure that HR has received our event registration and will update staff info to include all of our names.

14. WF will be a timekeeper for the Communication skill session at the workshop.

15. Krysta and Jennifer will be presenting on Research, Technology, and the Writing Center for the December 2 workshop summary.

16. CM has asked WF to work on providing proper coding for the questions in the survey to be used in the data analyses.

17. Meeting was adjourned at 12:30 PM

Submitted by: Braxton Dameron and Waleed Farag