**In Attendance**
- Kim Wray
- Kim Weismann
- Kenley Nebeker-absent
- Katie Peterson
- Bob Benson-
- Lance Olson
- Maren Furuseth
- Jen Nebeker-absent
- Jenae Hunter

**Location**
- Alumni Room

**Next Meeting(s)**
- Nov. 31 2019

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<th>Commencement</th>
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**Minutes**

1. Minutes

2. Schedule Process
   a. Keep date consistent and keep to every first Monday of Nov.
   b. Delete all that is not in your department
   c. Stick to 2 Drafts

3. Wednesday Before Thanksgiving
   a. Is a work day.

4. Bad Weather

5. Program Reviews/Updates

6. Other ☺