Due to very light attendance the meeting was spent planning the next agenda, and discussing the logistics for preparing the year-end report. A review of the goals for 2013-14 led to the following:

Writing Skills Test: summary from meeting minutes
Intrusive Advising: Bliss will be asked for any updates and final report
Identify Milestones: Machamer will report on IR progress
Leaver Study: Machamer will report
WASC self-study: report submitted
President’s Graduation Rate Goals: In light of many efforts in this area the committee should evaluate what its role is and perhaps request direction from SSAC.

**CONCLUSIONS**

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Draft any end of the year reports and submit for compilation</td>
<td>All</td>
<td>June 6, 2014</td>
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