1. Summaries
   a. There were discrepancies in some of the scoring templates.
      i. Issues will be ironed out regarding interpretation of questions and
         consistency in scoring.
         1. There was discussion around some entries earning 0, 1, or
            being left blank.
            a. 0 only applies to the criterion 2 narrative.
         ii. The group discussed the norming process.
         iii. The group was reminded that there are deficiencies in the data.
         1. Program titles are different depending on which list is being
            used.
            a. The group was to use the master program list
               provided by the task group chairs.
      2. There was discussion on which FTES figure to use.
         a. The group favors using graduate FTES for
            graduate programs and lower/upper division
            FTES for undergraduate programs.
            i. This eliminates assumptions and disregards
               how much upper division is used.
      3. There was discussion around SFR.
         a. Undergrad SFR would include upper and lower
            division but not graduate.
         b. If it is a graduate program, SFR does not need to
            change.
         c. The group discussed ILOs.
            i. There was discussion around sustainability.
            ii. There was discussion around communication.
   b. The summary scores were reviewed with the task group.
      i. Not all groups were included in the review as some summaries
         were not completed.
      ii. The group viewed a scatterplot of the scores which showed a
          normal distribution.
         1. Any program earning fewer than 60 total points is an outlier
            and should be reviewed again by the teams.

2. Next Steps
   a. Summaries should be finalized by Friday 2/14. On the 2/28, groups will
      determine which program reports need a second reading. Summary
      sheets need to be re-sent to Nancy if there are any revisions.
b. A discussion needs to be had about the GE program.

3. **Next Meeting**
   a. The next meeting will be on 2/14.