1) **How to Communicate About the Process**
   a. There were some faculty complaints about the process that were shared with other members of the task group, but not sent to the chairs.
   b. A communiqué from the Cabinet will be sent out about the status of the process.

2) **Score Summaries**
   a. The team summaries were reviewed with the group.
      i. Team 4’s summary may warrant further discussion.
      ii. Some groups have revised scores to be submitted.
         1. Some scores (or lack thereof) need to be flagged for convenience of identification.
            a. There was discussion around what it means to flag a program. “Flags” were used to point out a lack of applicable data and to suggest that perhaps the flagged program should be scored differently.
               i. Teams with “flags” will have a member meet with the chairs to discuss the reasoning or scoring.
            iii. Exceptional scores were addressed.
            iv. A distribution chart was shared with the task group.

3) **Second Reading**
   a. There was discussion about which programs should get a second reading and whether another reading should be done.
      i. The group brought up reasons for and against additional readings.
      ii. The group introduced methods of determining whether a second reading was necessary.
   b. The group voted on whether or not to have a second reading:
      i. There were 7 votes in favor of doing a second reading.
      ii. There were 11 votes against a second reading.
      iii. Since the group recommended no second reading, each group should reconcile all that they can within their own team.
      iv. The group has decided that all programs recommended for phase out (if any) will get a second reading regardless.
4) **Next Steps**
   a. Scores must be revised and submitted before the next meeting.
   b. Now that all of the programs are scored, the next step is to put them into recommendation categories 1-4.
      i. The distribution chart could be used in making recommendation decisions.
      ii. When a conversation takes place about a task group member's program, that member will not participate in the discussion.
   c. Meetings will be on Fridays through 3/7, in VBT136.