Planning for Distinction  
Instructional Program Task Group  
Meeting Notes  
March 14, 2014

1) **Update**
   a. SPTG is working on their report and should be ready to turn in their report to the Steering Committee by mid-April.
   b. After the report goes to the Steering Committee, it will be made available to the campus community.
      i. The Steering Committee will combine the report of the two task groups.
      ii. The IPTG report will go to the Academic Senate.
   c. Report writing should start soon.
      i. After the report is written, it will be shared with the committee for review.
      ii. Report deadline is May 1.

2) **Summary of scores**
   a. All summary sheets were corrected for inconsistencies.
   b. The summaries were shared with the group.
   c. Final Distribution
      i. Top 20% = 58 programs
      ii. Upper 50% = 189 programs
      iii. Lower 20% = 70 programs
      iv. Bottom 10% = 35 programs
   d. Some programs opted not to complete a report.
   e. There was discussion about GE and how it relates to programs.
      i. The group opted to keep GE separate. GE will have its own recommendation.
      ii. Programs will be evaluated without considering the amount of GE used in them.
      iii. There will be two separate reports:
         1. One for GE & Library
         2. One for the programs

3) **Categories**
   a. There was discussion about category titles.
      i. Titles should be consistently prescriptive or descriptive per group discussion.
b. There was a motion, that was passed with 15 favorable votes, to accept the following three recommendation categories:
   i. Commend
   ii. Maintain
   iii. Review:
       1. Lower 20%
       2. Bottom 10%

c. There was a motion that scores should be shown on the report.
   i. The vote was unanimous in favor of including scores on the final report.

4) **General Education**
   a. A draft GE report was sent to the task group for review.
      i. There was discussion about how GE recommendations should be made. Options were presented for evaluating GE.
         1. Make suggestions as planned
         2. “Kick the can down the road”
         3. Explain why GE does not fit the template
      ii. The report will be retitled “GE Observations.”
      iii. **The group voted unanimously to accept the “GE Observations” for presenting.**
         1. The Library should be addressed as well in a similar manner.

5) **Next Steps**
   a. There will be no more meetings.
   b. The chairs will work on the report.
   c. Criteria subcommittees should work on writing the criteria portions of the report.