1. Review and approve meeting notes from March 22, 2013 meeting
   a. The 3/22/13 notes were affirmed.

2. Finalize the Report Template
   a. Chair Mangold reviewed some changes made to the template:
   b. The goal is to take the template to the Steering Committee on April 11.
   c. A table of contents will be created for the data section.
   d. There was discussion about cost and SFR for a department and appropriate comparisons.
      i. There was consensus that college SFR be dropped.
      ii. The group voted on whether to include the university SFR, with 12 members in favor of including university-level SFR.
   e. There was discussion about how the narrative in criterion #2 was to be considered; either with criterion #5 as intended by the subcommittee or with criterion #2. There was a vote to incorporate the narrative with criterion #2, with 9 in favor and 6 against.
      i. There was discussion about increasing the word count for the narrative in criterion #2 to 250 words, with the majority of those present supporting this increase.
   f. There was discussion about the rubric for criterion #1.
      i. There was consensus that the self-assessment and rubric will be removed and the narrative of the SSCs will be added.
   g. It is expected that further changes will be made to the document once campus feedback is received.
   h. The template will go out, without the rubrics, to provide one month for university comment.
   i. The task group was unanimously in favor of approving the criteria (with the agreed upon changes discussed included). Changes must be received by Nancy no later than Monday

3. Timeline
   a. The Steering Committee would like to keep the IPTG along the same timeline as the SPTG.
   b. Changes to the criteria must be submitted to Nancy by Mon. Apr. 8. The revised criteria will go to the Steering Committee on Thurs. Apr. 11. Upon approval, the criteria will be published for campus comment. As feedback is submitted it will be presented to the task group at its weekly meeting
until the deadline at the end of the month. The reports should go to the departments towards the beginning of May and there will be one month for filling them out. During the first half of June, the reports will be read and scored.

* Four observers were present.