Planning for Distinction  
Instructional Program Task Group  
Meeting Notes  
April 19, 2013

1. Review and approve meeting notes from April 12, 2013 meeting  
a. The 4/12/13 notes were affirmed as presented.

2. Rubrics  
a. There was discussion about standardizing the rubrics, but no decision to do so.  
b. Each sub-committee presented rubric ideas to the group.  
   i. Criterion #1 – Consistency with SSCs and ILOs  
      1. The task group discussed using separate rubrics for each ILO versus using one holistic rubric.  
      a. The group voted on having segmented rubrics for each ILO that would be rated together at the end as opposed to having one holistic rubric. This passed with 17 votes in favor.  
   ii. Criterion #2 – Demand  
      1. The sub-committee presented rubrics and the rating of narratives. Narratives will only be used to positively affect the score based on content.  
      a. There was discussion about how GE relates to this criterion and rubric.  
   iii. Criterion #3 – Program Quality  
      1. The sub-committee reviewed their four rubrics. The weighting of each rubric is equally distributed.  
      a. There was discussion about the use of student evaluation scores. It was decided that the student generated data would remain.  
   iv. Criterion #4 – Cost and Productivity  
      1. The sub-committee’s rubric was presented to the group, which consisted of two rubrics.  
      a. There was discussion about looking at trends over the 5 year period and whether there ought to be some evaluation of any trend.  
      b. Another rubric will be added to consider the comparison to systemwide SFR.

3. Updates from meeting with the Vice Presidents
a. Following up on the conversation about the responsibilities of the task group regarding categories for the programs, the initial invitation letter given to each task group members was reviewed. The letter asked the task groups to establish categories for its recommendations.

4. Schedule
   a. The work on templates should be done this quarter so that the report may be distributed to the campus before the spring quarter ends. Review of the completed reports will take place during the fall quarter with a target completion date of November 15.