4. Review and approve meeting notes from April 26, 2013 meeting

2. Rubrics
   a. Rubrics did not go out last week as hoped. They will be finalized today and posted by Mon. May 6.
   b. Criterion #4 – Cost and Productivity
      i. The group gave a brief presentation on SFR (= FTES / FTEF).
      ii. Section 1B was modified to look at trend. The method used will be counting the number of times a program is above or below the systemwide average for the program.
      iii. There was much discussion about narratives. Ideas were presented for and against the rating of this narrative and all narratives. As it was presented, criterion 4 allows for narratives that will not be scored.
      iv. There was a motion to accept the criterion and rubrics as presented by the subcommittee.
         1. The motion passed with 15 members voting in favor.
   c. Criterion #3
      i. The rubric is unclear and will be revised by the subcommittee.
   d. Criterion #5
      i. Questions were raised by the Steering Committee about the rubric. It was suggested that the one rubric be broken down further would assist with clarity.
      ii. There was discussion about the wording used for the rubric.
         1. The group was in agreement that the word “enhance” should be used instead of “grow.” The sentence order would also be changed. “Limited new resources would be necessary for this program to be enhanced.”
   e. Criterion #1
      i. The words “achievement” and “strong” were edited out of the rubric.
      ii. There was a great deal of discussion about the rubric identifiers.
      iii. There was a motion to accept the rubric as presented by the subcommittee.
         1. The majority of the task group voted in favor of using the upper portion of the rubric.
      iv. There was discussion regarding how programs would score on the SSC rubric and whether the SSCs should be used within the criterion.
1. There was a motion to keep the numbers of SSCs included in the rubrics as is, which passed.

3. Criterion Question Weighting
   a. The scoring sheet was reviewed.
   b. The task group will be considering how each item within each criterion will be weighted.

4. Report Rating
   a. There are 109 reports, 410 programs, and 24 task group members.
   b. The three administrators and student on the task group will not participate in the reading/rating of reports.
   c. Different rating methods were presented to the group.
   d. Report reading will take place in the fall.

5. Categories
   a. A portfolio approach was presented to placing programs into categories.
   b. Within the next couple weeks, the task group will have to come up with categories.

6. Response to Campus Comments
   a. The assignment to the task group is to review the comments pertaining to their subcommittee’s criterion. They are to come back next week with suggestions for adjusting their criterion. The chairs will review the general comments.

7. Other
   a. There was much discussion about narratives. Ideas were presented for and against the rating of all narratives but no overall decision was reached.
   b. The meeting on May 24 will be cancelled since quorum will not be achieved.
   c. Assignments:
      i. Review the comments/suggestions pertaining to the subcommittee’s criterion and decide how to adjust the criterion.
      ii. Come up with weighting for your criterion.
      iii. Think about the categories that will be used.