1. **Finalizing Criteria**
   a. **Criterion #4 – Cost and Productivity**
      i. After doing some analysis of the data to see the results for SFR comparisons Vice Chair Mangold presented a graph for rubric 1A that showed the average % variance compared to systemwide SFR. There was discussion about how discriminating the results are and if it is necessary to discriminate.
      ii. Vice President Dalton suggested an additional measure, which is program SFR compared by mode of instruction. This method could bring a more even comparison. It would be more meaningful because it is an internal comparison.
         1. There was discussion about the limits of this new comparison and the usefulness of the previous method.
      2. **Only four members were interested in adding this new comparison. The group will not use it and the criteria will stay the same.**
   b. There was little discussion about the weighting of each measure within the Costs and Productivity criterion. No decisions were made.

2. **Weighting for the Demand Criterion**
   a. The idea of using a prototype was presented.
   b. The subcommittee has varying ideas regarding how to weigh the questions within the demand criterion.
   c. Demand has four questions: external demand has one question and internal demand has three questions. The ideas for weights within the criterion were presented as:
      i. 50% internal and 50% external
      ii. 75% internal and 25% external
      iii. Equally weigh each of the questions
   d. There was discussion about how much the “Total Jobs” should be weighted. Through conversation, another option was presented.
      i. The compromise option is 40% to external and 60% internal.
      ii. **There was a motion to support the compromise solution that resulted in 10 in favor and 9 against. As a substantive vote, it does not pass without a 75% of the membership.**
   e. A second vote was taken regarding equal weighting for each of the internal questions. With 12 members in favor and 8 against, the vote did not reach the required 75%. 

f. The group voted on equal weighting between internal and external demand which is 50-50. Only 2 members were in favor of this option.
g. The group voted a second time on equal weighting for each internal question within the criteria hoping to achieve the 75% needed but only received 13 votes in favor. This vote did not pass.
h. Another compromise option was presented that would allot the following percentages to each internal measure: FTES = 35%, Majors = 15%, Graduates = 15%, Total jobs = 35%. After hearing arguments against this, a friendly amendment was offered assigning: FTES = 35%, Majors = 10%, Graduates = 20%, Total jobs = 35%. A second friendly amendment was made to give 25% to graduates (30-10-25-35), which was not supported.
i. The group voted on the first friendly amendment with 18 members in favor of FTES = 35% Majors = 10%, Graduates = 20%, Total jobs = 35%. This vote achieved the required 75% in favor, and was passed successfully.

3. Timeline
   a. The deadline for submitting the report templates to the task groups has been extended to November 1.
   b. The Steering Committee expects to get the reports from the task group before the holiday break in December.

4. New Business
   a. The categories for recommendations still need to be addressed.
   b. The task group will not be combining criteria #1 and 3 but will change the order so that #3 immediately follows #1.
   c. The group will not meet on May 24 but will next meet on May 31 from 9-12.