1. Review and Approve Previous Meeting Notes
   a. The notes from the previous meeting were sent to the task group members. Members were asked to review those notes and send any changes or comments via email.

2. Rubrics and Narrative for Criterion 4 – Productivity & Cost
   a. Updated rubrics were presented to the group.
   b. There was discussion about the wording on the rubric for 3 and 4.
      i. The wording for 3 and 4 on the rubric will end at the word “continue” and the statements about resources will be removed. There was group consensus on this.
   c. There was discussion about the wording for the narrative prompt.
      i. The first half of the narrative Option 1 prompt was moved and placed at the beginning of Criteria 4. The group was in agreement about this change.
   d. The group voted on which narrative statement to use.
      i. 18 members were in favor of using Option 1.
   e. There was discussion around the word limit for the narrative.
      i. The group voted in favor of a 250 word maximum with 17 members in favor of this word limit for the narrative.

3. Categories for Recommendations
   a. The revisions to the categories were presented. The category names are as follows:
      i. Merit Additional Investment
      ii. Sustain Present Level
      iii. Consolidate, or Reorganize with Reduced Funding Reform with Reduced Funding
      iv. Phase Out
   b. There was not much support for using only three categories so all 4 options will remain.
   c. There was discussion around the title of the third and fourth categories.
      i. Category 3 was changed to “Reform with Reduced Funding.”
   d. The group voted on each category separately.
      i. Category #1: There was little discussion about this category.
1. The group voted unanimously to approve criterion #1.
   ii. Category #2: There was little discussion about this category.
1. The group voted unanimously to approve criterion #2.
   iii. Category #3: Two options were presented for the vote.
   1. The group voted on “Reform with reduced funding” with possible syntax changes later.
      a. 13 members were in favor of this amended word choice.
   2. The group voted on “Reform.”
      a. 4 members were in favor of this category title.
         With so few votes, the vote goes to “Reform with reduced funding.”
   iv. Category #4:
      1. The group voted on using “Phase out.”
         a. 12 members voted in favor of this phraseology.
      2. The group voted on using “Consider phase out.”
         a. Only 4 members voted for this option so the word “consider” will not be used.

4. Template Training
   a. In person training sessions will held in July to help with filling out the template.

5. Rating Method
   a. A method was presented that would include using the weighted total score with thresholds for individual criterion scores.
   b. Thresholds will be looked at in the fall.
   c. The group will not utilize a minimum requirement for determining which recommendations are made.
   d. The summer assignment for the group is to think about the thresholds.

6. Reading Method
   a. Report Reading:
      i. Only the 20 faculty members would read the reports. The student, the deans, and the AVP would not be a readers.
   b. Different reading methods were presented:
      i. 3 members would read 17 reports and the average score would be used.
      ii. 4 members would read 22 reports and the average score would be used.
      iii. 5 members would read 28 reports and the average score would be used.
iv. Using the WST method by which readers will discuss their score and agreement of scores must be reached. If no agreement is reached, the report would go to another group.

v. There was a suggestion that each person should read all of the reports.

c. There was discussion about the different methods.

d. There was a motion that everyone would read all 109 reports in full.
   i. First vote: 4 members voted in favor.
   ii. As this option received the fewest votes, it was dropped during the second vote.

e. There was a second motion that 4 members would be stratified to read 22 reports.
   i. First vote: Six members were in favor.
   ii. Second vote: 13 members were in favor.
   iii. Having the most votes during the second round, this is the method that will be used for reading the reports.

f. There was a motion that all people read all reports for only one criterion.
   i. First vote: Five members were in favor.
   ii. Second vote: One member voted in favor.

7. Schedule
   a. June 7-28: Pilot Testing of the template for criteria 2 and 4
   b. July 1: Templates will be available
   c. November 1 – 20: First round of reading all 109 reports
   d. November 22: Meet to discuss the 1st round reading results and to identify reports for 2nd round reading
   e. November 22 – December 4: 2nd round of reading selected reports
   f. December 6 and 13: Meet to discuss the 2nd round reading

8. Pilot Test
   a. The pilot test is to verify that the rubrics are workable for Criteria 2 and 4.
   b. Sue Opp’s office will provide the data
   c. Period: June 7-28, 2013
   d. Chairs will be working on the pilot testing during June. They are to send comments, changes, and concerns to Jose and Nancy by June 28.
   e. The final template will be available on July 1.