OUTCOMES:

- Meetings will be extended to 11:00am.
  - Poll will be redone to determine the members’ availability.
- Meetings will end with an announcement that notes which topics are confidential and which can be shared.
- Commitments were affirmed and will be posted on the website.
- Quorum for meetings is 16. No voting will take place without the quorum.
- There will be two types of votes:
  - Procedural – Big decision votes will include everyone via a ballot
  - Substantive – in a meeting, votes are whether discussions will continue
- Procedural votes will be of those in meeting attendance to reach consensus (no serious opposition). If there is no consensus, then fall back to super majority of 75%.
  - This motion reached unanimous agreement.
- Method of voting on substantive issues → discussion will be table until next meeting

NOTES:

- It is important to keep in mind the mission of the university.
- What is the job of the Instructional Task Group?
  - To make recommendations.
- Examine agreements and commitments made on Thursday.
  - Value and respect ideas. Uphold confidentiality. Support the university-wide perspective. Don’t take it personally.
- The work will be intense and the group may face conflict.
- What does “confidentiality” mean? How does it work with “transparency?”
  - There must be transparency within the process as far as what is done and how it is done. Confidentiality comes into voting and the committee stands as a unit. Questions are answered by saying, “the committee agreed upon…” Names, how one votes, and what specifically was said will be confidential information.
- There needs to be a consistent statement for how committee members will respond to outside inquires.
- How will meetings be handles for communicating the discussion to those not present?
- No minutes?
- The bulk of the work is to be done in fall.
- Time line was presented→ everything should be done by the end of March but might have to extend to April.

VOTING OPTIONS DISCUSSED:

- Seek consensus = no serious opposition means the committee can move forward
  - If consensus is not reached, then there will be a vote requiring 85%
• Vote will be 85% (20 people) with a fall back of 75%.
  ○ That percentage is of entire group or of quorum?
• Should everyone be included in the vote?
  ○ If proxy votes are done, they should be done at the beginning of meetings so everyone is equally informed on the topic.
    ▪ Vote 13 to 6 that votes are a percentage of the total group.
• Votes don’t have to happen at the meetings. There can be an email ballot.
• How will we include people that can’t make it to meetings?

**NEXT TASK:**
Must establish criteria for determining what a program is.