1. Reading Method
   a. There was some discussion about how the group wants to do the reading.
      i. There was an agreement during the last meeting that individual teams would read four reports and confer on those to establish a norm before reading the balance of the reports. They would then return to the original four to see if the scores needed to be adjusted.
      ii. The groups will receive their reports as they are submitted.

2. Report Status
   a. 64 of 104 reports are in hand. More will come in on Monday.
   b. A letter went out to the Deans to request help in getting the reports submitted.

3. Scoring Method
   a. Instructions were given to the task group for completing out the scoring template.
      i. Some formulas are protected on the scoring spreadsheet.
      ii. There was discussion about the narrative question under Criterion 2 and how much it would be worth.
         1. There was group consensus that the narrative would be worth an average of the weights from degrees and FTES.
      iii. A chart of quartile ranges was presented.
         1. Some errors will be edited.
         2. Information will be edited within reports to reflect changes in the institutional data.
      iv. Teams should verify their reports with their list of team assignments.

4. Norming and review of example reports
   a. The task group went through a sample report.
      i. There was discussion about the more varied scores.
      ii. The group discussed scores falling on the borderline. There was a motion that individuals will make their own decisions about borderline scores, which was approved unanimously.
   b. There is a problem with report writers using acronyms that are unclear to the task group members.
i. The group agreed previously that they would not go back to departments for clarification.

c. There was discussion around the narratives and how they should be rated.

d. For SFR in criterion four, Lori and Nancy will work on computing separate information for undergrad and graduate programs.

e. Trends will be done with original weighted data.

5. Next Steps

a. There will be adjustments in the reports based on what was talked about today.

b. The group will receive reports in a team folder on Google drive and will have until January 24 to complete their reading.