1) **16-Cell Criteria Grid and Recommendation Categories**
   a. Charts were shared to show the breakdown of mandated and not mandated services.
   b. There was discussion about the wording of quadrant two. Some words were modified.
   c. The group discussed if there were differences between the categories in the lower right quadrant (not mandated) and the upper right quadrant (mandated) and decided the recommendations should be the same for each of the cells.

2) **Writing report and Steering Committee**
   a. There was a suggestion from a task group member that they form teams to write sections of the report. This was embraced by the group. Chair Agrawal will draft an outline of the report and suggest team assignments.
   b. The writing and editing should be completed by the middle of April so the report can be shared with the Steering Committee, then published, along with each service report, for campus review.

If necessary, the next meeting will be in the spring quarter