4) **Review notes from 3/15/2013 meeting**

2) **Criteria**
   a. The task group reviewed the revised questions/prompts and report template, making some modifications throughout.
   b. Some questions/prompts will not be rated but are for information purposes to assist the task group with context about a service.
   c. There was discussion about whether the rubrics should be included in the report template for report writers to see. **It was concluded that the rubrics should be included but clearly marked for the use of the task group, not the report writer.**
   d. Modifications were made to some of the rubrics, but also **agreement that whenever possible to use the rubric developed by the quality subcommittee**: (4 = clearly, consistently & convincingly, 3 = clearly, 2 = partially, 1 = little or no).
   e. Discussions about weighting of each criterion will be had at a later date.
   f. There was some discussion about making the question on use of space more understandable. Jim will provide some examples to help clarify.
   g. There was discussion about the question on efforts to improve efficiency and how a new service would respond. **It was determined to allow a report writer to speak to when the service was introduced, if it is new within the past three years.**

3) **Next Meeting**
   a. Considering the first Monday of the quarter is a holiday, there was agreement there is much work the group needs to complete and agreement to meet during spring break.
      i. The group wants to get the report template ready for comment during the next meeting.
      ii. **The next meeting will be on March 26 at 3:00 in VBT126.** After the group discussion on the 26th, the report template should be ready to be sent out electronically for email comments/voting.

4) **Other**
   e. The group agreed to set a consistent word limit of 120 words.

*Note: One observer was present.*