1) **Criteria, rubrics and template**
   a. The task group reviewed and edited the template that compiled each teams work in the past week.
   b. **There was agreement to allow fewer than 120 words for each response for every criterion question/prompt.**
   c. There was discussion about how the quality orientation or client/service receiver perspective is new to higher education and will be difficult for some services to respond. There was agreement that more examples should be provided to assist services think about ways they might already be addressing quality issues.
   d. There was some discussion about whether services were aware of all their receivers/clients/users and how that can be addressed.
   e. The final criterion will allow services to address any issue they feel has not been asked or needs to be brought to the attention of the task group.
   f. Staff was asked to reorder the question/prompts to remove duplication and have a better flow of the questions.

2) **Next Steps**
   a. The revised template will be distributed to task group members by Wed. Mar. 27.
   b. Feedback must be submitted by Fri. Mar. 29.
   c. A final review of the questions/prompts and template will take place via email with the goal of submitting it to the Steering Committee for its meeting on Thurs. Apr. 4.