1) **Review notes from 5/20 meeting**
   a. Due to a lack of quorum, the notes from 5/20/2013 could not be officially accepted.
      i. There was a change suggested to add the PEMSA training session that happened on June 3 at 2:00.
         1. This was not known at the time of the notes.

2) **Review template for non-applicable questions for different services**
   a. For non-applicable questions, the group will have to see what happens when the reports are filled out.
   b. Some of the concerns around using “n/a” occur in questions that are not rated and will not affect the score.

3) **Service for academic departments and college offices**
   a. Once the template goes out, there might be some revisions to the list of services that departments use.
      i. The group will be updated when/if changes are made by the departments.

4) **Centers and Institutes**
   a. Centers and Institutes will work the same as the other services and if special cases occur, they will be looked at on a case by case basis.

5) **Review list of all services**
   a. n/a

6) **Assignment of service for review**
   a. n/a
7) **Meetings in fall quarter**
   a. With the exception of one, all members are able to attend on Fridays during the fall. The group will meet for 2 hours during the time slot of 1:00 - 4:00 pm on Fridays.
   i. The exact time has yet to be determined.
   b. The meetings will start on October 4 during the 2nd week of the quarter.

8) **Other**
   a. Budget information should be sent out today. The template should go out today if no changes are necessary.