1) **Review notes from previous meeting on October 4, 2013**
   a. The notes will be changed to reflect that the SPTG will be done with their report reading and rating by 12/2.
   b. With the above change, the notes were accepted.

2) **Co-Chairs Report:**
   a. Final list of services
   b. Number of reports received so far
      i. 33 received as of Monday.
   c. Deans’ request for increasing word limits to 120 words for their one single report for each college on behalf of multiple departments
      i. There was discussion about the need for increasing the word limit from 60 to 120. **Without objection, the task group agreed to double the word limit.**

3) **Discussion about challenges in reviewing report**
   a. When looking at the sample template. Some rubric numbers do not make sense.
      i. See question #2.3. Mislabeled.
      ii. See question #2.2. Needs clarification to what “pre-college student” means.
         1. “Pre-college” was explained as any help they get before starting school. It was defined as “before being enrolled.”
            a. There was discussion about if “pre-college” is based on the time of enrollment or of admission.
         2. Because the template is out already, this will have to be taken at the interpretation of the answerer.
         3. The question states “while attending CSUEB” which makes this more clear.
   b. Being unfamiliar with programs would make it advantageous to have a member of the report department in the reading group.
      i. The task group likes this idea to bring context to what they read.
      ii. They will remain objective through the process.
   c. It will be challenging to rate services relatively when they are such different activities.
   d. The group would like a refresher on how the reports get rated using the 2x2 table.
i. This will happen during the next meeting.

e. Some reports are written from a PEMSA viewpoint but PEMSA has now been split.

f. Question 3.6 presents the question of how the group will handle scoring reports for services that do not have a survey.

   i. There was discussion about using the services’ other quality measurements.

4) **Process of Assignment of services**

   a. The SPTG accepts the assignment guidelines as presented.