Support Program Task Group  
Meeting Notes  
Nov. 9, 2012

**OUTCOMES:**

- Will notes be open to the public?
  - Procedural notes will; not minutes.
  - Details go from the task group to steering committee. Once the steering committee provides affirmation ON PROCEDURAL INFORMATION, then it is open to public
    - Eliminate the back and forth for consistency.
  - Vote: Committee is in agreement that procedural notes would be made public after they are affirmed by the steering committee.
- Meetings will be open to observers until the point where deliberations (discussion that would lead up to and include voting: substantive comments will be unobserved) occur at which point the meeting will close.
- Will a ballot be used or will all voting be shown with a show of hands?
  - Vote: Tabled until the group is more familiar with each other.

**NOTES:**

Defining the administrative unit:

What is the unit of analysis?

- We are really not assessing programs but assessing criteria.
- IDEAS: “services provided,” “service activities,” …
- step 3 is developing criteria → perhaps helpful to do step 2&3 simultaneously
- how will there be a uniform method to rate productivity across depts?
- Comes down to resources
- Use a matrix
- Programs are known by people that run them. Make programs list and develop criteria that would help others find their programs
- Good starting point is to ask heads of the org. chart to come up with their programs

We are doing grant funded and outsourced/auxiliary programs.

**ASSIGNMENT:**

ASAP get list of programs from the vice presidents to Lori. Lori will share with chairs as lists come in

- VPs need to be given more direction so they can get the task to the managers. Defining criteria would help...