Discussion before quorum was present:

- Review the Administration and Finance list of programs
  - Ask the division if anything can be consolidated
- It is important to keep the focus on services or activities, not organizational “units”
- Discussion about the definition of a program. Reviewed the A&F definition to determine if it could be used for all areas. The definition is: “A program/service is an activity or collection of activities, with a common purpose, that collectively require resources, including people, money, space, and/or technology.”
  - There was general consensus that this is a good definition and should be adopted. (revisited when quorum was present).
  - Using this definition, staff were asked to share it with the divisions and provide some examples from Advancement that reflect a model list of programs. Ask the vice presidents to review the lists already submitted in light of the definition and the example. (revisited when quorum was present)

Quorum established.

1) Review notes from 11/30
   a. 11/30 recent notes were approved by committee
   b. The group was asked if notes can be published on the web site
      i. Committee members asked for an opportunity to review the earlier meeting notes first and will come to the Dec. 14 meeting prepared to seek modifications of the notes and/or accept them and authorize online posting.

2) Meeting during the winter quarter
   a. Meeting time for winter quarter. There was discussion about various options and pending the amount of work that is accomplished at the long meeting planned for Dec. 14, asked that a 3-hour block on Friday afternoons we held, 12:00 – 3:00. This length of time will be re-visited after Dec. 14.
   b. VBT conference room was identified as a possible location.
3) **Review draft criteria**

a. The committee agreed conceptually on the 8 criteria:
   i. History
   ii. Justification
   iii. # Resources
   iv. Quality Resources
   v. # Output
   vi. Quality Output
   vii. Efficiency
   viii. Future Opportunity

b. The draft of these criteria will be shared with the Steering Committee

c. The examples of the possible measure should be reworded as questions and reformatted to try and keep the focus on the criteria.

d. The criteria will form the questions on the template.
   i. Discussion about using program information to measure effectiveness/efficiency, which measure can vary widely between programs, and the possibility of doing a customer satisfaction survey.

e. Members of the task groups will probably have to assist program with understanding what is wanted/expected on the template report.

f. The task group agreed to use the Dec. 14 meeting as a focus group to solicit responses/reactions to the draft criteria and potential measures.
   i. Vice Presidents will be asked to identify program managers to participate in the focus group discussion

4) **Straw poll for weighting criteria**

a. The group agreed to take a preliminary straw poll to get an idea of where they stand with criteria weighting.

There was general discussion about how the focus group process will work on Dec. 14, roles and responsibilities and timing.