1) Review and accept notes from 1/28 and 2/4 meetings
   a. The meeting notes from January 28, 2013 were reviewed by the committee and accepted.
   b. The meeting notes from February 4, 2013 were reviewed by the committee and accepted.

2) Task force updates
   a. Support Program Task Group Updates
      i. The SPTG has been struggling with operationalizing the unit of analysis. The vice presidents and presidents’ Chief of Staff were invited to the last meeting to discuss the unit of analysis. The task group is considering what they heard and will provide feedback and direction to the vice presidents after the next meeting.
      ii. The SPTG is planning to do customer satisfaction surveys of students, faculty and staff.
      iii. Currently the criteria under consideration by the task group are:
           1. Purpose
           2. Quality and Quantity of Input (resources used)
3. Quantity and Quality of Output
4. Future Opportunities/Possibilities
5. Other
   iv. This criteria might be modified once the final list of services is received from the vice presidents.

b. Instructional Program Task Group
   i. After considering the suggested program definition change that came from the Steering Committee last week, one modification was made to the definition.
      1. The current definition is: Programs are operationally defined as a set of academic activities that is required for degrees, credential or certificates. These include:
         - Major
         - Option
         - Minor
         - Certificate
         - Credential
         - General education
         - Library instruction
         - Single subject matter preparation
         - Remedial requirements
         - Graduation requirements

   2. The Steering Committee affirmed the IPTG program definition and asked that it be published for campus comment.
      ii. There is still some incomplete information on the list of programs that fit the definition, which should be finalized with a week or two. The group believes it will complete its work by March 1.

3) New Business
   a. ASI is facilitating information forums for interested students, student groups and others. The dates for the forums will be publicized and have already been added to the PFD calendar on the web.
   b. There was discussion about ways to manage the collection of the report template electronically.
      i. There was feedback that it should be in a form that can be saved and modified on multiple occasions so the writer does not need to complete it in one sitting.
      ii. There was a suggestion to look at using Google forms.
   c. There was discussion about cancellation of meetings and alternate ways to provide refreshments.
d. There was discussion about meeting days and times for the spring quarter. A doodle poll will be conducted next week after students have registered for classes.

4) **Other**
   a. There was a discussion about obligations and responsibilities of the membership. Members were encouraged to be careful about sharing any material since the work of both task groups is still very much in draft.