1) **Review and accept notes from the 4/4 meeting**
   a. The notes were accepted with a minor typographical edit.

2) **Task force updates**
   a. Support Program Task Group
      i. The chairs reported on the meeting with the Provost’s Council of Chairs. Several issues were raised by the group, including the number of services/reports that will need to be completed by academic departments and the timing for completion of the reports.
   b. Instructional Program Task Group
      i. The chairs reported that the task group unanimously accepted the criteria. The rubrics are still in progress and the weights and categories have not been discussed yet.
      ii. The task group will meet with individual colleges to share the draft report template and discuss any issues.
      iii. Review of the Report Template
1. The Steering Committee will write the introduction for the campus community.

2. The template was reviewed and explained.

3. Steering Committee Feedback: What clarification is needed to make the template ready for the campus review?
   a. There was discussion and suggested modifications to the example about weighting and scoring.
   b. Editorial notes were taken by the task group chairs.
   c. After the templates are approved, there will be additional training/workshops to help people complete the reports.
   d. With a few recommended edits, the IPTG report template is ready to go out for comment.

4. The introduction from the Steering Committee was also approved to go out with a couple changes.

3) New Business
   a. None raised

4) Other
   a. It is expected that the list of academic programs included in the review will be ready to share with the campus by early the week of April 15.
   b. The period for campus comment will be extended through May 1.
   c. The Steering Committee stated its appreciation for the work of both task groups.