1) Review and accept notes from the 12/02/13 meeting
   a. The notes for December 2, 2013 were approved as presented.

2) Task Group Reports
   a. Instructional Program Task Group
      i. The IPTG chairs are working on the report. The target for completion is May 1.
      ii. Two forums are scheduled to hear campus comments on the IPTG report after its release.
          1. May 22 at 3:00 – 4:30 pm
          2. May 23 at 10:00 – 11:30 am
   b. Support Program Task Group
      i. The SPTG report has been completed and was made available on the webpage.
      ii. Lori will try to find a way to display individual scores for each service.
3) **New Business**
   a. **Forum format**
      i. The forum for the support services report will be held on Thursday, May 1, from 2:00 – 3:00 in VBT 124.
      ii. The campus will provide feedback on the report to the Steering Committee, not to the Task Group.
         1. Comment sheets will be provided.
         2. Comments will be accepted electronically as well.
         3. There will be an attempt to live stream the forum.
         4. The chair of the SPTG will do a brief presentation on the major subjects of the report:
            a. Context and background
            b. Criteria
            c. Clarifications about the mandate criteria and self-reporting.
            d. Z-scores and relativity
            e. Basis for recommendations
            f. Limitations
            g. Clusters of services
      5. There was discussion about how to encourage staff to come to the forum and it was decided to directly encourage managers to let staff attend.
   b. The Steering Committee will continue meeting on Fridays to assess the results of the forums and continue to determine it’s recommendations to the cabinet.
   c. Does the Steering Committee need to ask anything back to the task group?
      i. Things need to be parallel between colleges (faculty salaries included?). Should the salary table be removed from the appendix?
      ii. Inconsistencies in the tables should be addressed.
   d. What do they want to bring to the President?
      i. There was discussion around the nature of the recommendations that will be made.
      ii. Advice will be given to the cabinet about how to use the report to move forward with actions.