1) **Review and accept notes from the 4/25/2014 meeting**
   a. Due to the lead time necessary to coordinate all the technology, we were unable to stream the forum on the Support Program report but a live stream should be manageable for the upcoming IPTG forums later in May.
   b. **The notes for April 25, 2014 were approved as presented.**

2) **Task Group Reports**
   a. **Instructional Program Task Group**
      i. The chairs of the IPTG have written several sections of this report and are continuing to work.
      ii. The new expected date for receipt of the report is 5/12.
         1. The Steering Committee would like to get the report by the 5/9 since they will not be meeting on 5/16.
   b. **Support Program Task Group**
      i. The forum on the SPTG report was held on May 1, 2014.
         1. The Steering Committee’s duties were reiterated: They are responsible for bringing a university perspective. Their job is
to look broadly at everything and consider all information in the broader context. The Steering Committee is to advise the cabinet as to how to use the report. The task group report is not an action item. The Steering Committee must determine how the cabinet can best use the report and suggest where they might want to delve further. There was discussion about possible elements of the report to the cabinet:

a. Provide context and information about the report strengths and challenges.

b. There was a comment about the passage of two years between the timeframe report writers were asked to address and the current year; as well as organizational changes that have occurred since the reports were submitted.

c. There was discussion about giving certain services an option to provide further information.

d. It was suggested that a more extensive review be done using current information.

e. When making decisions, the cabinet should look at all divisions together with an understanding of the interrelatedness of services.

f. There was discussion about the notion of an appeal process. Since the report contains recommendations and is not an action item in and of itself, appeals are unnecessary.

2. There was discussion about how comments will be used, including how best to encourage faculty and staff to actually read the report. The committee concluded that it would issue a public statement asking the campus to focus on providing input on sections 8 and 9 of the report. Feedback should be around the process rather than the individual report scoring.

a. A deadline of May 16 was established for receiving comments on the report.
3) **New Business**
   a. Next meeting
      i. The next meeting will be on 5/9.
      ii. This meeting will focus on sections 8 and 9.
      iii. There was discussion around how the cabinet might want to prioritize the three categories.
          1. Ideas for working with the enhancement category were presented:
             a. If a service got enhanced resources, they should identify how they could be become more effective. Services should be more specific with identifying how and why they need resources and to what end.
             b. What support could they use from other departments?
             c. Look at ways to become a cross functional team, break down silos that can lead to inefficiency without necessarily centralizing.
             d. Areas of overlapping services need more attention.
             e. Consider strategic enhancement over a set timeframe.