1) **Review and accept notes from the 5/2 meeting**
   a. Due to a lack of quorum, the notes could not be officially approved by the task group. The members present had no edits to the notes.

2) **Schedule**
   a. The deadline for completing the report template has been extended to November 1, based upon input received from managers and department chairs.
   b. There was discussion about ensuring it is clear what that deadline means and the review process for all the reports. The communication to the campus will be clear that there may be earlier internal deadlines set so that managers and deans have time to review the reports that must be submitted to the committees by Nov. 1, 2013.
   c. This deadline applies to both task group reports.
3) **Message for Report Templates**
   a. The message has been crafted from the Steering Committee to be included with each of the task group’s report templates.
   b. The Steering Committee members offered edits to the message. Those edits will be incorporated and distributed to the group via email for approval.

4) **Task Group Reports**
   a. Support Program Task Group
      i. The group is almost finished with the template and the mechanism that will be used for.
      ii. The group is now working on determining the “buckets” or categories that will be used for recommendation.
      iii. Most of the campus comments were incorporated in some way into the template.
      iv. The SPTG web template might be ready to demo by the next week.
   b. Instructional Program Task Group
      i. The Instructional Group divided the campus comments by sub-committees. Each subgroup addressed the comments that pertained to their criterion. It is hoped that template revision will be done after tomorrow’s meeting. The task group chairs are working on testing the validity of the data. The group is also working on finalizing of the template.
      ii. The task group began discussion about the categories and are considering four, which would reflect the original charge to members from their appointment letter. The tentative categories are:
         1. Merit additional investment
         2. Sustain present level
         3. Benefit from reorganization
         4. Is less central to the university mission
   c. The Steering Committee would like to keep the buckets of both task groups the same.

5) **New Business**
   a. General comments from the campus that were received are best handled by the Steering Committee or Sponsors as they don’t necessarily pertain to a particular task group.