Planning for Distinction
Steering Committee
Meeting Notes
May 30, 2013

1) **Review and accept notes from the 5/2 and 5/16 meetings**
   a. Due to a lack of quorum, the notes could not be approved.

2) **Schedule**
   a. There will need to be one more meeting during finals week but it is not likely that the Steering Committee will need to convene during summer or fall. The committee will do a doodle poll for scheduling the next meeting.
   b. The Steering Committee would like to continue to be informed about the progress of the task groups.
   c. There was brief discussion about changing PFD members as job titles change or keeping members for continuity. This needs to be considered for students, staff, and faculty.

3) **Categories for Recommendation**
   a. The Support Group changed their categories, going from 4 to 3 of them:
   i. Enhance support
ii. Maintain support / sustain
iii. Reduce support (with e.g.'s)
   1. Reduction would include: e.g. Reorganize / consolidate / reconsider
b. The Steering Committee discussed the wording of the SPTG’s category number 3 and explored the terms “modify” and “reform” in lieu of “reduce.”

4) **Training**
   a. There are four training sessions scheduled.
      i. Academic Affairs – June 6 at 9:30 in AE 123
      ii. PEMSA – June 3 at 2:00 in SA 4350
      iii. Administration and Finance – June 4 in SA 4350
      iv. University Advancement – June 3 at 10:30 in SA 4600A

5) **Demo**
   a. Staff presented a demo of the web template. The survey allows for responders to jump to different places of the questionnaire.
      i. More than one person will need to be able to access the web template.
      ii. Rather than attaching the entire expense sheet to the template, only the applicable numbers should be entered into the form.
      iii. There was some discussion around how to calculate space.
      iv. The group would like a printable version of the completed template from the submission screen.