Planning for Distinction
Steering Committee
Meeting Notes
October 28, 2013

1) **Review and accept notes from the 6/12/13 meeting**
   a. The notes for June 12 were approved as presented.

2) **Task Group Reports**
   a. Support Program Task Group
      i. About 70 reports have been submitted as of Oct. 26.
      ii. The SPTG established rules for report reading:
          1. Each person will read approximately 40 reports.
          2. Each report will be read by 3 people.
          3. Composition of the 3-member teams will “rotate” so the same 3 people are not reading together for all 40 reports.
          4. Team members will come from different organizational units on campus.
          5. No one can read their own report or their supervisors report.
          6. About 175 reports are expected.
iii. The task group scored one report together to establish norms as to how they would interpret responses.

iv. The November 1 deadline is approaching and the PFD sponsors were sent a list of all reports that are still outstanding.

b. Instructional Program Task Group
   i. The IPTG did a pilot over the summer which resulted in some template edits and reruns of the data.
   ii. Supplemental data packages and the report links were distributed and training sessions were held with each college and some individuals.
   iii. The first reading will be November 15.

3) **New Voting Protocol**
   a. Despite losing some members of the Steering Committee, at this point in the process those vacancies will not be filled with new people. Quorum will now be 10 of 14 members with 3 faculty present.
   b. **The Steering Committee voted on the new voting protocol and unanimously agreed on the new quorum requirement.**

4) **New Business**
   a. The next Steering Committee meeting will be December 2 after the task groups have something to report.