1) **Review and accept notes from the 10/28/13 meeting**
   a. The notes for October 28 were approved as presented.

2) **Task Group Reports**
   a. Support Program Task Group
      i. A tentative schedule was presented:
         1. December 6 – Resolve any issues around evaluating reports
         2. December 13 – Discussion to place services into categories/buckets
         3. December 20 – Finish discussion about service placement
         4. January 3 to February 15 – Report written and submitted to the Steering Committee
         5. March 15 – Final report due to the sponsors
      ii. The task group will be evaluating approximately 160 programs. The group was divided into teams of 3 and each team will score about 25 services. No one will review their own service or their manager’s service but input will be used for clarification.
iii. The scoring process using normalizing Z-scores was described to the committee. The matrix with 16 quadrants following the four criteria was explained.

b. Instructional Program Task Group
   i. Some extensions were granted to several department chairs, the final deadline is December 13. This will extend the work of the task group into the winter quarter.
   ii. The task group will hold a norming session using 4 representative reports.
   iii. 35 of 110 reports have been received to date.
   iv. All reports will be distributed to the task group on Dec. 13 so they may begin the reading process.
   v. Task Group meetings are now closed
      1. There was some discussion as to why the meetings are closed, the rationale being that specific academic programs are now under discussion.
      2. All the program reports will be made available to the campus community at the conclusion of the process.
   vi. Team members will not evaluate their own programs/department and how the reports are divided up amongst the teams will be kept confidential. The 3-member teams will only know which reports they are scoring, not what other teams are scoring.

3) Managing both task group reports
   a. Both task groups will have a preliminary presentation of their recommendations to the Steering Committee before the information is given to the cabinet.
   b. Reports from both groups will be made available to the campus.
   c. Each group has a different method of identifying recommendations and there is no set percent or specified allotment for each category of recommendation.
4) **New Business**
   a. Next Meeting. The Steering Committee will meet again in January. A
doodle poll will be sent to find a meeting time for the group.