1) Review and accept notes from 12/3 meeting
   a. Notes were accepted and can be posted on the web

2) Task force updates from 12/7 meeting
   a. Support Program (SPTG)
      i. SPTG agreed in concept on 8 criteria but have not finalized them. They are still discussing and in the process of collecting feedback. Some criteria will overlap with the academic side. After review of the initial criteria, there was a straw poll to get a sense of where the group stood as far as weighting.
      ii. They have developed a definition for the unit of analysis.
      iii. At the Dec. 14 day-long meeting the group is seeking broad-based feedback using a focus group approach. They will be focusing on criteria at this point and the measures will follow. The vice presidents were asked to identify program managers that would be helpful in this process. The goal is to refine the criteria and identify data that might be missing.
b. There was discussion about the report from the Support Program task group, and clarification that the two groups are not being asked to make any organizational decisions. They will prioritize programs; not organizational units. One of the things that the task groups will define is the categories for the programs. The criteria will help explain why some programs are the way they are (legal reasons, functional reasons, etc.). There were suggestions for individuals to participate in the focus groups.

c. The chair asked for affirmation of the “program” definition developed by the SPTG.
   
   i. The steering committee affirmed the program definition for SPTG.

d. The task groups were urged that have as much similarity and transparency as possible. Do not diverge to much so that the two groups are doing completely different things. We do want the task groups to do their own thinking but to be consistent with each other.

e. Instructional Program (IPTG) – added agenda item
   
   i. The IPTG made a decision on Nov. 30 on the voting protocol for substantive decisions.
      
      1. IPTG agreed that there must be a super majority of 75% (17) of all members to make substantive decisions, with a fall back alternative of 2/3 (15) of the membership. Everyone would be allowed to participate in substantive decisions. The objective is to achieve the 75% threshold, but if that is not achievable following discussion, a second vote would pass with 2/3.
   
      ii. Procedural votes are 75% of all members present.
   
      iii. The groups have addressed the idea of receiving votes from people that are not at the meetings.
   
      iv. Steering committee affirms the voting protocol.
   
      v. IPTG plans to go over the program definition at its next meeting. Subcommittees will be presenting criteria to the entire group.

3) Placement of programs that do not fit neatly into instructional or support

   a. Athletics - Support
   
   b. Academic department offices - Support
   
   c. Centers and Institutes – Support
   
   d. University Writing Skills Requirement - satisfied by either a class or a test. Includes testing office and classes in English as well as other departments
(Donna Wiley would be a good source of information to resolve this question.)

e. **GE office and the freshman program – primarily instructional but also support**

f. **Instructional programs of the library with IPTG, and the support services of the library with SPTG.**

4) **Next meeting**
   a. Skip 12/17 and 1/7. The next meeting will be January 14, 2013.

5) **New Business**
   a. None discussed