1) Review and affirm notes from 1/14 meeting
   a. The notes were reviewed during the meeting and were affirmed.

2) Task force updates
   a. Support Program Task Group
      i. The SPTG continues to refine the criteria. Several people on the
         task group agreed to pilot test the criteria with a few services to see
         how well they work. The next meeting will report on the pilot tests
         and refine the criteria.
         1. The chair expressed concern that the group does not seem
            to be making sufficient progress and asked that the group
            establish some deadlines to ensure the process does not
            continue to drag. The SPTG co-chair agreed to talk with the
            task group about deadlines and see if the criteria can be
            completed by February 8.
      ii. The group also needs to discuss the student survey.
      iii. The list of programs is still in progress. To date the task group has
           a list that includes both organizational departments and services.
           They have decided to provide examples for groups that have
           submitted an organizational list in an effort to translate that into
           services.
b. Instructional Program Task Group
   i. The IPTG is trying to combine programs (majors, minors, options, credentials, etc.) into the report template so that departments will have fewer reports to complete.
   ii. Criteria
       1. Some criteria have been combined and subcommittees are continuing to examine what information they want to capture to respond to the criteria.
       2. There are some issues about the availability of data from the institution and the group discussed whether to use national or state data.
       3. As with the Support group, the IPTG will look at establishing deadlines to continue to move the process forward, although they have also discussed meeting every other week to allow more time for subcommittees to complete work.

c. Timeline
   i. There was a suggestion to post an update on the webpage to inform the campus about the status of the timeline.
   ii. There was further discussion about the timing of events during the spring quarter and the challenges posed for department chairs with completing a number of activities in addition to the filling out the program template.
       1. Each of the task groups will consider its timeline.
       2. There is an interest in completing the template format before spring break so that training can occur for the chairs and managers who will be completing the reports.

3) New Business
   a. ASI Forums
      i. ASI is planning to set up a couple forums on Planning for Distinction for interested individuals and clubs to get information on the process. They are interested in getting the task group chairs to attend as well as the sponsors and Steering Committee chair.
         1. Tentatively the forums are scheduled for Feb. 19 from 3:30-4:30 and Feb. 20 from 12:00 to 1:00.
         2. There was discussion about having a forum in the evening or recording one of the other sessions and posting it so others who could not attend could view the information.
      ii. They also are hoping to do an online Q&A.
      iii. A program definition would help to be able to talk to students in a way that makes sense to them.
iv. It is suggested that ASI does the forums similarly to the way they were done with the colleges. The students who sit on each of the task groups should be present.

b. A question was asked about what would happen with the existing faculty and staff who sit on any of the groups if the process goes beyond June?
   i. The chair will take this question to the sponsors.

c. There was a question about the frequency of Steering Committee meetings while they wait for the task groups to make decisions.
   i. It was concluded the committee will continue with its weekly scheduled meetings, that could be cancelled if there is no business.