Steering Committee Meeting
November 16, 2012
12:00 – 1:00

** Quorum not present at today’s meeting
- Cannot affirm actions
- Cannot affirm the support group’s operating rules but the advice is to proceed with the work.

Meeting schedule:
- Doodle poll results show late Monday afternoon from 3:30 – 5:00 is another alternative day/time for meetings
- Due to other meetings, some people asked if the start time could move to 4:00?
- Send notification to all committee members to check that Mondays at 4:00 – 5:30p will work

Task group updates:
- At the Instructional Program task group all four deans, Sue Opp, Sally Murphy and Brian Cook gave an overview of all the programs at the university
- Each person highlighted the difficulty in defining a program in their unit
- Interdependency amongst programs: one program might make money to offset the cost of another within the college but looking at them separately would skew results
- DCIE will present a special challenge with determining programs
- Committee consensus to consider the degree programs with the college.
Certificate programs: ½ not tied to colleges, ½ are
- Soliciting input from the campus:
  - They liked the ILO process because people had a chance to participate
  - It is too late to ask for input after the steering committee has seen the criteria
  - Would like to allow input as the criteria is being formed
    - Invite faculty input regarding the criteria before the process is defined
    - Organize some kind of town hall as a way to disseminate the material
  - How to solicit input in an effective and constructive way?
    - The website is an effective tool: we can use that for soliciting ideas
  - Instead of the task groups soliciting campus input, maybe the steering committee can do it now.
    - Won’t prolong the time table and will show that ideas are valued
    - Would like to solicit preliminary comments before going forward in the criteria process
    - Would be good to address that no decisions are made yet and we’ll be looking for input now and later
Should the campus be given a blank slate or should the task groups use a rough draft/general ideas/framework?
  - We can suggest they look at the examples in the book or CAPR

Perhaps include campus input for other decision points other than just criteria. Should apply to all of the cycles.

Give faculty/staff the list of each decision making point so they can know what we are looking for when they come up with ideas. Ideas for any point in the process will be taken now.
  - Committee is generally okay with this idea – but there is no quorum

ILO process had no deadline and held several meetings.
  - Might be too time consuming for this Planning for Distinction process.

The task force timeline is a “goal” but is flexible.
  - Perhaps post the information on the website about flexibility of schedule to avoid negative feelings
    - Add to FAQ, add to high level schedule

Who to contact? On the website, email Lori or do it anonymously.

Question posed:
  - Does the group feel that doing soliciting through web is the best way?
    - Group is in agreement and will promote each stage on the website.

Program definition:
  - Also address the issue of programs that fit into neither or both groups
    - Steering committee will decide what fits where
  - Campus will also be asked to identify “programs” that are not on our list.
  - Academic programs are anything where there is teaching & learning

Support Program task group issues:
  - Delineating a unit of analysis
  - How would you define the program? Start figuring out what it isn’t.
  - Maybe work on criteria