Meeting Summary

Decisions
After extensive discussion the following were decided by the Academic Task Force.

Program List: The AcTF asks that departments decide whether or not to divide their BA/BS.

Timeline: Beginning January 31st each department will submit two templates of their choice from their list each week with all templates due by March 7th.

Process: The AcTF will limit deliberations strictly to information included in the templates.

Communication: AcTF will institute a blog to communicate updates and for the whole campus to post questions and comments.

The AcTF did not reach a conclusion on changes to the quintile system and did not have time to decide on open meetings and voting.

Meeting Notes
1) Process
   a) Discussed how to fairly evaluate templates especially avoiding using information not on the template.
   b) Discussed how to ensure accuracy of template data and responses.
   c) Voted to approve the following. The AcTF will limit deliberations to strictly information included in the templates.

2) Communication
   a) Discussed how to increase the amount and quality of communication.
   b) Voted to approve the following. AcTF shall institute a blog with no anonymous posts on the PP webpage for task force members and the whole campus to post questions and comments. The only limits are that the posts must be related to program prioritization.

3) Program List
   a) Presented the number of programs after removing those already slated for deletion.
   b) Voted to not request templates of new programs. New programs are those that have not operated for at least three years.
   c) Voted to ask departments with a BA and BS in the same subject if they wish to submit a single template or two.

4) Timeline
   a) Discussed three different schedules for departments to submit all their templates.
b) Discussion included fairness to faculty with many programs and faculty in programs with few faculty.

c) Discussion included spreading the templates based on need for templates to arrive in time for the review. This was noted to not be a problem for any schedule.

d) 80% consensus was not reached, so a motion was passed to allow simple majority on this issue.

e) Voted to approve the following. Each department will submit a minimum of two templates per week until all their templates have been submitted.

5) Categories ("Quintile" or other)

a) Discussed impressions given by a quintile system with fixed, equal distribution.
   i) Noted the appearance of declaring many programs to be in need of reconsideration.
   ii) Noted that a fixed (target) distribution gives the impression of knowing how spread out alignment is without first reviewing programs.

b) Reviewed the purpose of prioritization which is to determine relative alignment with respect to UAA priorities.

c) Voted to use some forced distribution which indicate relative alignment.

d) Discussed need for sufficient distribution to be useful in decisions about resource distribution in years with growing and shrinking budgets.
   i) Noted that faculty and staff lose influence if the categories are large requiring administrators to decide which programs in each category are impacted in any fashion.
   ii) Noted that finer distinctions can be given in report effectively subdividing categories.