UNIVERSITY OF MONTANA

APASP Task Force Meeting
Friday, September 8, 2017 | 9:00-10:00 a.m. | UC #225

MEETING MINUTES

1. Approval of 8.24.17 Meeting Minutes – 9:00-9:05 a.m.
Steve Schwarze proposed modification to the minutes, then they were APPROVED

2. Metrics Sub-Committee – 9:05-9:15 a.m.
    a. Action Items
        i. Guidelines for Review Team Assignments, with 2 corrections: 3rd bullet should say "assign at least one faculty member to each academic program". The last bullet should be deleted. APPROVED
    b. Information Items
        i. Guidelines for Summary Report – discussion, invitation to TF members to share additional thoughts as this item becomes an action item

3. Criteria Sub-Committee – 9:15-9:25 a.m.
    a. Action Items
        i. None
    b. Information Items
        i. Guidelines and Parameters for Reviewers – discussion, invitation to TF members to share additional thoughts as this item becomes an action item

4. Framework Sub-Committee – 9:25-9:35 a.m.
    a. Action Items
        i. None
    b. Information Items
        i. Review Schedule Proposal – discussion of the various details related to the proposed schedule, including meeting on weekends, release of information to deans and sector heads for response, addressing campus/community reaction to release of information etc.

5. Communications Sub-Committee – 9:35-9:45 a.m.
    a. Action Items
        i. None
    b. Information Items
        i. Media Coverage of APASP – discussion of appropriate response. Students on TF will author next APASP update to campus. Any official press requests should be

made to the Comms subcommittee then routed to either Paula Short or Beverly Edmond. TF members can certainly talk to the press.

      ii. The next update to campus will be written by student TF members.

      iii. The Comms subcommittee will brainstorm other ways to dispel misinformation.

6. New Business – 9:45-9:55 a.m.
    a. Trainers need TF to make a decision on whether to include charts/graphs or not. If it was said that "tables" would be allowed, we need to be consistent. Need to give trainers clear statement on what is acceptable and what is not.
    b. MOTION:

The APASP Task Force recommends that authors not use the table functionality in X-CD to present information as the TF does not trust that it will be presented in the final report. The TF apologizes for leading authors to believe that the functionality would work and encourage authors to present information in non-table format. APPROVED

No additional uploads or attachments will be reviewed.

7. Adjourn Upon Completion of Business

FALL MEETING SCHEDULE
- Friday, September 15 – 9:00-10:00 a.m. in UC #326-327
- Friday, September 22 – 9:00-10:00 a.m. in UC #330-331
- Friday, September 29 – 9:00-10:00 a.m. in UC #330-331
- Friday, October 6 – 2:00-3:00 p.m. in UC #225
- Friday, October 13 – 2:00-3:00 p.m. in UC #225
- Friday, October 20 – 2:00-3:00 p.m. in UC #225
- Friday, October 27 – 2:00-3:00 p.m. in UC #225
- Friday, November 3 – 2:00-3:00 p.m. in UC #225
- Friday, November 10 – 2:00-3:00 p.m. in UC #326-327
- Friday, November 17 – 2:00-3:00 p.m. in UC #225