

- iii. The rubric will be presented at the March 12th meeting at 2:00 p.m. Dr. Matsunaga will include it as an agenda item. Dan Petersen will present and Cheryl

2. **Committee Handbook Page**

- a. A continued review of the committee handbook page was conducted and finalized. The completed handbook page can be found at the end of the minutes. Changes made in the update included:
 - i. Updating the mission statement, vision statement, and values statements
 - ii. Updating the Strategic Plan Outcomes
 - iii. Changing membership to include the PPA Specialist as a designee of the IPR&E office
 - iv. Changing membership to include a steering committee
 - v. Changing the meeting time back to 3:00 4:30 p.m.
 - vi. Adding Academic Affairs Council and Student Affairs Council as groups to make recommendations to
 - vii. Addition of the Core Competencies as an area of responsibility
 - viii. Addition of ensuring the quality of outcomes for all levels as an area of responsibility

ADJOURNMENT: The meeting concluded at 4:47 p.m.

NEXT MEETING(S): March 8, 2021