Presidential Task Force:
Sustaining the Academic Priorities at StFX
April 28, 2014
Xavier Hall 328, 1:00pm-4:00pm

In attendance: Leslie MacLaren, Jeff Orr, Tara Callaghan, Lisa Lunney Borden, Charmaine McPherson**,** Will Sweet, Peter Poole, Helen MacGregor**,** Yvon Grenier, Bob Hale, Janice Landry**,** Tim Hynes, Jacques Boucher**,** Shannon Morrell, Richard Nemesvari, Rachel Hurst**,** Lynne Murphy, Robert VandenHoogen, Keith De'Bell, Matt Meyer**,** Jane MacDonald, Dave MacNeil, Jennie MacDonald

Staff: Candice Finbow, Gina Sampson, Kyler Bell (for item 6)

1. Approval of minutes
Notes from the April 17 meeting were approved as submitted and will be posted on the website.

2. Updates
2.1 Members welcomed three new Task Force members who will serve during the scoring phase: Jennie MacDonald, Advising; Jane MacDonald, Coop and Career Services; Dave MacNeil, Facilities Management.
2.2 Members reviewed progress since last meeting. See accompanying PowerPoint (April 28).

3. Scoring
3.1 Members discussed a proposed model of phases in the review process. Staff will continue to revise the model based on feedback and the availability of members.
3.2 Members discussed the online scoring system currently being developed by TSG. A sample will be presented at the next meeting.
3.3 Members discussed options for improving the reliability and efficiency of review phases:
   * There was consensus on the importance of the norming phase. Changes will be made to the schedule so both groups have the same amount of time for norming.
   * Members may continue Phase 2 (Individual reading) during Phase 3 (Small Teams) for more flexible scheduling.
   * Members should hold all scheduled meeting time for Phase 3 with the understanding that not all the time may be necessary.
   * For efficiency, members agreed to follow a standardized meeting protocol. Options were presented and will be further discussed at next meeting.

4. Requesting clarifying information from programs
4.1 Members discussed developing a protocol for requesting clarifying information from programs during the review phase.
4.2 Staff will draft language and present a model at the next meeting.

5. Conflicts of Interest:
5.1 Members reviewed the conflict of interest policy adopted at the February 18th meeting.
5.2 Members reviewed scenarios that could create a perceived conflict of interest as per item 4 in the policy.
5.3 Members completed a document recording their conflicts.

6. Communications
6.1 Members achieved consensus on the key message for communication:
This process is about creating a culture where evidence, collaboration, and transparency inform planning and guide decision-making.
6.2 Members agreed on the importance of communicating the ways transparency has been embedded in the process: Task force of peers including large Senate representation; review based on individually prepared reports; sharing of centrally provided data; community consultation throughout the process; meeting notes on website, etc.
6.3 The final report will be submitted to the new president. Members discussed possible content for the report including observations about trends, recommendations, and strategies for implementation. Staff will present models of reports at the next meeting.
6.4 Members agreed that it is time for another campus-wide communication to update the community and describe the next steps.

6. Next Steps

- Next task force meeting May 6th Tuesday 2:30-4:30
- Discuss: Review process