Meeting Agenda & Notes

1. **Review Assessment & Evaluation Timeline**
   Updated deadlines:
   - **June 1**: Internal Interim Report due to EVC
   - **August 18**: High resolution photos needed for External Report

2. **Establishing 2017-2018 Goals & Metrics**
   - Leadership workgroup will invite Dr. G to share his vision, goals, and insights into 2017-2018 and long term
   - Marlene will relay the 2017-2018 Goals and Metrics submission timeline to Dr. G and suggest:
     A. moving up the Leadership Team Retreat date to meet the current deadline, or
     B. revising the deadline

   - Template received positive feedback and will be revised to according to suggestions

   - Template received positive feedback and will be revised to according to suggestions (form will be expanded to allow for more words, word count established)
   - A finalized form will be send to the leadership group and Compliance Assist so a template can be created

5. **External Report Format**
   Group discussed and agreed on the inclusion of:
   - An area description
   - Multiple program results
   - A list of programs
   
   AVCs and units will decide which program(s) will be included within the 1-page per unit limit

6. **Other**
   - Marlene will investigate our ability to track the number of hits the on-line external report receives
   - Leadership group will ask AVCs who they want to include in the distribution of the external report
   - Jason Thornton (SRI/IR) is a resource for high resolution pictures

*Next Meeting: May 17, 2017*