1. Various updates were announced:
   a. Judith Garrison and Suzanne Carpenter have been named as QEP assistant directors, representing the library and the faculty in the disciplines, respectively.
   b. The decision has been made that First Class will be an added requirement, rather than replacing one required PE credit.
   c. A course description of the seminar was shared
   d. The RPS must be a mandatory part of every First Class seminar in order to generate good assessment data.

2. The latest draft of the QEP document was discussed, with particular attention to recent changes and additions in the Executive Summary, Items to be Implemented, and the Assessment Plan. Various changes in wording were suggested by the group and noted for inclusion in later versions by Nancy Remler.

3. Committee chairs and representatives were urged to take information back to their committees to increase faculty awareness of the details of First Class.

4. Attendees were asked to check out the First Class web page and forward any recommendations for changes or additions to Kristin Stout or Bill Dawers.

5. Attendees discussed a suggestion to add a learning outcome dealing with students developing networks of peers as a result of participating in First Class. Discussion followed, and the suggestion was not adopted.

6. It was suggested that the university could use the NSSE survey as an additional summative assessment tool for First Class. Attendees agreed that this is worth pursuing.

7. Marc Mascolo presented a revised draft of the budget, with questions and discussion following.

8. Attendees shared ideas for what to include in the upcoming faculty forum on First Class.

9. The meeting adjourned at 5:00 PM.