1. The members discussed details of the First Class budget. It was suggested that the plan should justify the large amount devoted to personnel. Doug, Bruce, and John agreed to work on language justifying that part of the budget based on the desirability of smaller class sizes.

2. Doug presented the logic plan that he and Susan Arshack, the university’s grant coordinator, created for First Class. Discussion followed, and minor suggestions for improvement were made.

3. Committee members suggested and discussed several editing changes to the QEP document. After a consensus was formed, Nancy was asked to incorporate the changes in the next version.

4. Members discussed final preparation for the faculty forum on First Class to be held the following day.

5. The meeting was adjourned at 5:00.