Present: Grigsby, Heiber, Monfils, Smith

Chair Heiber called the meeting to order at 10 a.m.

Members discussed the nature of responses to their basic questions. Consensus indicated that two or three paragraphs for each of the five basic questions would be appropriate. Those responsible for answering the questions will provide links or appendices where appropriate.

Student representative, Paul, will provide the student perspective on answers.

All members present shared services and programs lists for each of the questions. The group edited lists and provided additional items. Members are to provide their edited lists in electronic format to Monfils.

The meeting concluded at 11:30 a.m.

Respectfully submitted,
Lois Smith