Members Present: Martha Davis, Dave Arnold, Steve Grimes, Roxanne Metz, Tracey Thomas
Others Present: Michael Regan, Steve Stratton

1. **Report on Meeting with PRC:** Martha Davis informed the committee that she and Dave Arnold had met with Program Review Committee Co-chairs Dave Bazzard and Mike Richards to discuss PRC expectations of the IEC.

   The committee discussed six possible themes that the PRC expects the IEC to provide summaries on. System course articulation and degree verification was deemed to be an inappropriate theme for the IEC to summarize; action on the remaining five was agreed upon as follows:

   1. **Technology in the Classroom** – Roxanne and Tracey
   2. **Facility Upgrade and Communication** – Roxanne and Tracey
   3. **Operational Budget Information (revised wording)** – Tracey and Martha
   4. **Student Learning Outcomes Assessment** – Dave Arnold, Roxanne, and Steve Grimes
   5. **Policies leading to course cancellation** – Martha and Steve Grimes

Next Meeting: Friday, January 18th, 2008
3:00 pm – 4:00 pm

Location: To be Determined

Submitted by: Roxanne Metz, Title III Activities Director