**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

February 26, 2014

**Call to Order**

The February 26, 2014 meeting of the University Foundations Advisory Committee was called to order by Karla Sanders at 9:00 a.m. in the Student Success Center Conference room 1114.

**Members present:** Karla Sanders, chair, Cindy Boyer, Maggie Burkhead, Donna Dawson, Wendy Long, Cordy Love, and Jessica Ward

**Members absent:** Crystal Brown and Bobbi Kingery

1. **Approval of the February 12, 2014 Minutes**

Cindy Boyer motioned to approve the February 12, 2014 minutes as written and Jessica Ward seconded the motion. The minutes were approved with Jessica Ward abstaining.

1. **Recruiting Peer Leaders and New Instructors**

Karla Sanders reported she has received 4 new instructor applications, 6 returning peer leader applications, enough returning UF instructors to offer 28 or 29 sections, with 6 returning pairs. The Peer Leader applications are due by March 1st. Applications for returning instructors were due February 14th and February 28th for new instructors.

1. **Thank–You Lunch/Training**

The University Foundations Thank-You Luncheon and Training will be held on March 25, 2014 in the Grand Ballroom from 10:00 a.m. to 2:00 p.m. with lunch being provided from noon to 1:00 p.m. This luncheon/workshop will take the place of the returning UF Instructor workshop.

1. **May Training**

The committee discussed the UF New Faculty Training which will be held on May 14 from 8:30 a.m. to 4:00 p.m. in Ninth Street Hall. Lunch will be provided.

The Peer Leader training will be held on May 9th from 8:30 a.m. to Noon in Ninth Street Hall. Cindy Boyer, Crystal Brown, Wendy Long, Cordy Love, and Jessica Ward have volunteered to do the training.

1. **Other**

* March 25th - UF Thank you luncheon/workshop, 10:00 a.m. to 2:00 p.m. in the Grand Ballroom
* May 9th -Peer Leader Training, 8:30 a.m. to Noon in Ninth Street Hall
* May 14-UF New Faculty Training, 8:30 a.m. to 4:00 p.m. in Ninth Street Hall

1. **Adjournment**

The meeting adjourned at 10:00 a.m.

1. **Future UFAC Meetings**

The next meeting will be Wednesday, April 9, 2014 from 9:00 a.m. to 10:00 a.m. in the Ninth Street Hall conference room 1114.

~Minutes prepared by Ms. Kimberly Sweeney, Recording Secretary

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The current agenda and all UFAC minutes are available on the web at:

<http://www.eiu.edu/~eiu1111/instructor.php>