**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

September 9, 2011

**Call to Order**

The September 6, 2011 meeting of the University Foundations Advisory Committee was called to order by Karla Sanders, chair, at 1:00 p.m. in the Student Success Center Conference room 1114.

**Members present:** Karla Sanders, chair, Maggie Burkhead, Cindy Boyer, Bobbi Kingery, Joshua Lawrie, Wendy Long, and Cordy Love

**Members absent:** Donna Dawson

1. **Approval of the April 11, 2011 Minutes**

The April 11, 2011 minutes were approved as written with Wendy Long and Cordy Love abstaining.

1. **Welcome to New Committee Members**

Chair Sanders welcomed two new committee members Wendy Long from Testing and Evaluation and the Center for Academic Support and Assessment and Cordy Love from New Student Programs.

1. **Academic Foundation Day**

Sanders announced that Academic Foundation Day will be held on Tuesday, October 4. The fair will be held in the Grand Ballroom of the MLK union and the presentations will be held in various rooms throughout the second and third floors. Set up is from 3:00 to 4:00 p.m. Presentations are from 4:00 to 5:00 p.m. and 6:00 to 7:00 p.m. and the Major/Minor Fair is from 5:00 to 6:00 p.m.

Sanders mailed out in August the letters and application forms to all the department chairs and people who participated last year. Sanders will send the letter and application form electronically to the committee members to distribute to the departments who have not responded. Applications are due to Sanders by September 15.

The contact list for departments who have not responded were divided up by committee members to contact as follows:

CHM-Burhkhead CDS-Love GEL & GEG-Burkhead MAT-Boyer

PHY-Long PSY-Boyer ART-Kingery MUS-Love

THA-Lawrie HIS-Kingery JOU-Long PHI-Burkhead

SOC-SCI-Dawson Women’s Studies-Sanders HST-Dawson

REC-Boyer Study Abroad-Lawry NSE-Sanders

Advising-Sanders Career Services-Kingery

Sanders also noted that there will be more marketing toward non-University Foundation students this year to attend Academic Foundation Day. Love volunteered to announce it in the Prowl newsletter.

Long reported presenters need to be notified if they are going to use the computer program Prez for presentations, they will need to bring their own laptop because that program is not compatible with the Union computers.

1. **Evaluation**

The committee will be revising the UF evaluation to include the University core:

* Instructor demonstrates command of the subject/discipline.
* Instructor effectively organizes material for teaching/learning.
* Instructor encourages and interests students in learning.
* Instructor presents knowledge or material effectively.
* Instructor is readily available outside of class.

1. **Other**
2. **Veteran Services**

The new coordinator for Veteran Services, Michael Ruybal, would like to do a special section of University Foundations for VETS in FA2012. Michael Ruybal and Andy White will teach the new section.

1. **Next Meeting**

UFAC will meet Friday, September 16 in the Student Success Center Conference room 1114 of Ninth Street Hall beginning at 1:00 p.m.

The committee will report on departments for Academic Foundation Day for the next meeting.

1. **Adjournment**

The meeting adjourned at 1:55 p.m.

~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>