**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

**November 12, 2015**

**Members Present:** Crystal Brown, Bobbi Kingery, Wendy Long, chair, Lisa Walker, and Jessica Ward.

**Members Absent:** Cindy Boyer and Shelley James; Karla Sanders is on sabbatical.

**Call to Order**

The University Foundations Advisory Committee was called to order on November 12, 2015 at 8:30 a.m. by Wendy Long, (chair), in the Student Success Center conference room.

1. **Approval of minutes from September 24, 2015**

Jessica Ward made a motion to approve the September 24, 2015 minutes. Lisa Walker seconded the motion. The September 24, 2015 minutes were approved as written.

1. **University Foundations Project Showcase**
2. Project Showcase

The University Foundations Showcase will be held Thursday, December 10th in the Grand Ballroom of the MLK Union from 4:00-6:00 p.m.

1. Set Up

The committee is to help get the stands from 9th Street Hall to the Grand Ballroom and are to meet in the Grand Ballroom at 3:00 p.m. to help set up for Project Showcase.

1. Set-Up Student Tickets and Invitations

On November 30th Kim Sweeney will put in campus mail to each UF instructor 4 set-up tickets to be handed out to students who are to help set-up their class display from 3:00-4:00 p.m. If a student does not have a set-up ticket they will not be allowed to enter the Grand Ballroom. The Project Showcase Invitations will also be mailed that day.

1. Tear Down

All UF instructors are responsible for bringing their foam poster and wooden table stand to a designated area when the showcase is over. The committee will need to help get the stands and posters from the Grand Ballroom to Kim Sweeney’s vehicle when the showcase is over.

1. Foam Posters Judging

The committee will look at the UF posters during the Showcase and decide on the top 3 best posters. The foam posters of all classes will be collected during the showcase and placed in a designated box and will be used at various EIU events around campus.

1. Project Titles

UF instructors are to give their project titles to Kim Sweeney so flyers can be made for instructors to sign during the showcase.

1. **Spring Class Schedules**

Wendy Long asked the committee to submit their schedules for Spring 2016 to Kim Sweeney so a meeting time, day, and place can be decided for next semester.

1. **Leah Reynolds and Wendy Long**

Wendy Long announced Leah Reynolds, UF instructor for section 18, resigned from EIU and her last day will be November 30th. Her peer leader Becca Fox will teach the last 3 or 4 classes and Wendy Long will be there to help her if needed.

Wendy Long announced she will be retiring sometime in May.

1. **Membership**

Fall 2016 committee replacements will need to be found for Julie Chadd and Wendy Long.

1. **Adjournment**

Wendy Long adjourned the meeting at 9:12 a.m.

 *~*Minutes submitted by Kimberly Sweeney, Recording Secretary