**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

September 16, 2011

**Call to Order**

The September 16, 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, Donna Dawson, Bobbi Kingery, Joshua Lawrie, and Cordy Love

**Members absent:** Wendy Long

1. **Approval of the September 9, 2011 Minutes**

Kingery made a motion to approve the September 9, 2011 minutes as written and Boyer seconded the motion. The minutes were approved as written.

1. **Academic Foundation Day**

Sanders conveyed to the committee which departments had not responded to participate in Academic Foundation Day. Committee members divided up the departments to contact them. Applications were due to Sanders September 15.

Sweeney talked to the committee about the set-up and take down of the Grand Ballroom. The volunteers for set up are Love, Lawrie, and Long. The set up crew will need to be at the Grand Ballroom by 3:00 p.m. It was decided to have the tables in order by Colleges this year. They were in alphabetical order the previous years.

1. **Evaluations**

The committee revised the UF instructor, course, and peer leader evaluations that the students fill out at the end of the semester. Kim Sweeney will make the changes and give them to Carrie Gossett in the Office of Testing and Evaluation.

1. **Other**
2. **Next Meeting**

UFAC will meet Friday, October 7 in the Student Success Center Conference room 1114 of Ninth Street Hall beginning at 1:00 p.m.

1. **Adjournment**

The meeting adjourned at 1:37 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>