**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

February 12, 2014

**Call to Order**

The February 12, 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, Crystal Brown, Maggie Burkhead, Donna Dawson, Bobbi Kingery, Wendy Long, and Cordy Love

**Members absent:** Jessica Ward

1. **New Member**

Sanders introduced a new committee member Crystal Brown, Assistant Director, Student Community Service. The members then introduced themselves to Crystal Brown.

1. **Approval of the January 22, 2013 Minutes**

Wendy Long motioned to approve the January 22, 2014 minutes as written. The minutes were approved with Crystal Brown, Donna Dawson, and Bobbi Kingery abstaining.

1. **Thank–You Lunch/Training**

Karla Sanders reported that the University Foundations Thank-You Luncheon and Training that was scheduled for April 1, 2014 in the University Ballroom from 10:00 a.m. to 2:00 p.m. has been moved to March 25, 2014 because of room availability.

The training will add information on ways to use the Predicator with the new FA2014 EIU1111 classes. The new student information from the Predicator should be available to instructors before classes begin on August 25, 2014.

Sanders reported that Fall 2014 will be the last year to use the University Foundations Custom book, so the curriculum will remain the same. Sanders asked the committee to be on the lookout for new textbooks, information from workshops, and conferences that might be useful for the new custom textbook.

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

Karla Sanders reported that she has not received very many new peer leader applications but they have until March 1, 2014 to apply. To date, there will be four returning peer leaders. Sanders asked the committee to get the word out to perspective students. The committee discussed several ideas on how to announce the peer leader positions to students by using the electronic billboards on campus, RSO list serv, the School of Business monitors, and the Booth Library screen savers. Cordy Love also offered to announce it in their newsletter.

New for FA2014 the SIHL program will require those students to take the EIU1111 University Foundations class. The target enrollment is 60 students for SIHL and 140 Gateway students. This class could have 31 or 32 sections, so more instructors are needed.

1. **Applications thus Far**

Sanders also reported she has only received a couple of new instructor applications, 8 returning pairs, and 21 returning faculty for the EIU 1111 classes. Sanders asked the committee to help recruit perspective instructors.

1. **Other**
* **May 9th Peer Leader Training**

Sanders asked the committee if anyone could take over the Peer Leader Training on May 9th from 8:30 a.m. to Noon since she will be unavailable to do it this year. Cindy Boyer, Crystal Brown, and Cordy Love volunteered to do the training.

* **New Faculty Training May 14**

The New Faculty Training will be held on Wednesday, May 14th from 8:00 a.m. to 4:30 p.m. Sanders will bring the agenda from last year to the next meeting on February 26th. The Predicator information will need to be added to the agenda.

* **PROWL Leaders FA2014**

Cordy Love announced they are looking to hire more PROWL Leaders for FA2014. He asked the committee to help recruit perspective students.

1. **Adjournment**

The meeting adjourned at 9:45 a.m.

1. **Future UFAC Meetings**

The next meeting will be Wednesday, February 26, 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>