**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

**September 24, 2015**

**Call to Order**

The University Foundations Advisory Committee was called to order on April 27, 2015 at

8:30 a.m. by Wendy Long, chair, in the Student Success Center conference room 1114.

**Members present:** Cindy Boyer, Crystal Brown, Shelley James, Wendy Long, chair, Lisa Walker, and Jessica Ward.

**Members absent:** Bobbi Kingery; Karla Sanders is on sabbatical

1. **Approval of Minutes from April 27, 2015 and September 10, 2015**

Jessica Ward made a motion to approve the April 27, 2015 and September 10, 2015 minutes. Crystal Brown seconded the motion and the motion was approved.

1. **Academic Foundation Day-October 6, 2015**

Wendy Long reported on the Academic Foundation Day presentation schedule for October 6, 2015 from 4:00 p.m. to 7:00 p.m. and said there are no presentations being given from 6:30-7:00 p.m. This concerns her because of the athletes needing to participate at a later time. The presentations and the major/minor fair schedule will be sent out to all the UF instructors and departments by September 30th. The UF instructors will be asked if they will be printing their own copies of the program to distribute to their classes and are to contact Kim Sweeney if they want her to make copies for their classes. The instructors will then have to come to 9th Street Hall to pick up their copies. This will cut down on the costs of making numerous copies for all the classes to be handed out on the night of the event. There will be extra copies available for students the night of the program.

The set up crew will meet in the Grand Ballroom at 3:00 p.m. to set up the tables in the Grand Ballroom and on the 3rd floor. The set up crew will consist of: Wendy Long, Cindy Boyer, Crystal Brown, Shelley James, Kim Sweeney, and Lisa Walker. The take down crew will consist of: Wendy Long, Kim Sweeney, and Jessica Ward.

1. **UF Showcase Poster Assignment**

Wendy Long reported that Karla Sanders approved the poster assignment. Kim Sweeney will have the foam posters available for instructors the first week in November. The committee discussed how to rate the posters and that it could be done the night of the Showcase and the winners would also be announced that night during the Showcase. The winning posters would also be collected that night.

1. **UF Faculty/Peer Leader Evaluations**

Wendy Long reported all the UF Faculty/Peer Leader evaluations will all be done on-line this year. Instructors are to contact Kim Sweeney on what day they want to give their evaluations. Testing and Evaluations will have the evaluations available by midnight the day before they are to be given. Instructors can either have the students complete them on their phones or laptops and can be given either in the classroom or instructors can reserve the computer lab. Any student not at class that day will have 7 days to complete the evaluations. The Testing and Evaluations office will notify the instructors 3 days after the date they are given to let them know how many students have completed them. The instructors can then remind their students in class to complete the evaluations. Discussion followed.

1. **UFAC Meeting Schedule**

Committee members discussed the UFAC meeting schedule and decided to cancel the October 8th and December 10th meeting since they are not working on a new custom textbook this year.

1. **Adjournment**

Wendy Long adjourned the meeting at 9:10 a.m.

~Minutes submitted by Kimberly Sweeney, Recording Secretary