**UNIVERSITY FOUNDATIONS ADVISORY COMMITTEE**

**MINUTES**

January 23, 2013

**Call to Order**

The January 23, 2013 meeting of the University Foundations Advisory Committee was called to order by Karla Sanders at 1:00 p.m. in the Student Success Center Conference room 1114.

**Members present:** Karla Sanders, chair, Maggie Burkhead, Cindy Boyer, Donna Dawson, Wendy Long, and Jessica Ward.

**Members absent:** Bobbi Kingery and Cordy Love

1. **Welcome New Member**

Sanders welcomed Jessica Ward, from Housing and Dining, as a new member to the University Foundations Advisory Committee. The committee then went around the room and introduced themselves.

1. **Approval of the November 30, 2012 Minutes**

Cindy Boyer made a motion to approve the November 30, 2012 minutes as written and Maggie Burkhead seconded the motion. The minutes were approved as written with Karla Sanders and Jessica Ward abstaining.

1. **UF Instructor and Peer Leader Applications**

Sanders reported she has received 20 returning UF Instructor applications and 4 new instructors have applied. There was one new peer leader application and 4 returning peer leader applications. Sanders would like to offer 30 UF sections if EIU reaches the 1400 enrollment goal. Applications are up 20% from last year in enrollment at this time.

**C. Citizenship Report**

Sanders disseminated the *University Foundations Citizenship Activity Report Fall 2012*.

552 students participated in one of the numerous Citizenship activities. There were 2,107 total hours volunteered for the semester, this number shows an increase of 432 hours from FA2011 (565 students). Average hours completed were 3.82 hours, which shows an increase of .86 hours from the previous fall and is the highest average since FA08. The total amount of money collected was $1,070.00 for the American Cancer Society and $524.00 for the Coles County Animal Shelter. Students also collected several boxes of food for the Charleston Food Pantry and made 20+ fleece blankets for the Student Volunteer Center’s project for sick children.

1. **May Workshops**

The May 8 new instructors workshop and will be held at Ninth Street Hall. The May 9th workshop for returning instructors and new instructors will be held in the Arcola/Tuscola room at the MLK Jr. Union. There was discussion as to whether to combine the new instructor workshop with the peer leader workshop on May 3.

Discussion followed about topics to be shared at the new and returning instructor workshop on May 9. The topics discussed were:

* D2L-pass out information on the trainings and show basics
* Contact list for presentations and how many are too many speakers?
* Remind everyone there are no scavenger hunts, don’t collect stuff or bother people in offices.
* Best Practices/Share ideas with 4-6 topics
* How others present showcase final project to their class
* How they present citizenship projects to their class
* Presentations
* Kind of papers
* Activity for specific topic

1. **Next UFAC Meeting Focus**

Evaluation data, changes for FA13, and planning new instructor workshop.

1. **Adjournment**

The meeting adjourned at 3:00 p.m.

1. **Future UFAC Meetings**

February 27, March 27, April 10, and April 24. All meetings will take place from 2:00 p.m. to 3:00 p.m. in the Student Success Center conference room 1114 at Ninth Street Hall.

~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>