

From: Brooks, John
Sent: Tuesday, January 26, 2010 4:30 PM
To: Conyers, Shawn; Elois Wingfield (E-mail); Hill, Diane; Hinnant-Jones, Zelphia; John I. Brooks III (E-mail); Lowe, Janet F.; Michael D. Rich; Muhammad, Audrey; Norma Campbell (E-mail); Page, Carol; Patterson, Walter; Raines, April; Sparrow, Lamont; Anderson, Pia; Crittenden, Felicia; Mciver-Bell, Michele; Tupuola, Jonathan A; FARRIOR, ANTHONY; HALL, DARNETTE L; MILLSPAUGH-MCKENZIE, VICKI; RIGGANS, LOU; TRANTHAM, IRMA; TUKES, LESLIE; Tupuola, Ayanna Hamilton; Walker, Paulette
Cc: Young, Jon; Allen, David F.
Subject: Freshman Seminar Meeting January 26, 2010 - Minutes

The Instructors for UNIV 101 and UNIV 102 met Tuesday, January 26, 2010 at 2:00 p.m.

- **General**
 - **Attendance:** Baha'I, Campbell, Conyers, Hill, McIver-Bell, Muhammad, Myrick, Page, Raines, Rich, Sparrow, Tukes, Wingfield.
 - **Minutes from December 16, 2009** approved with corrections.
 - **Staff Senate:** McIver-Bell reported that nominations for senators will be held in early February. Senate will encourage 5-5-5 initiative: \$5/mo. donation to FSU, 5 hrs of community service, 5 something else.
 - **No Committee Reports.**
 - The **University College website** now boasts pictures of University College staff as well as class schedule and office hours. Please review your picture. If you would like to replace or remove it, contact Brooks. Please submit bio, service, and other information to Lowe.
 - Brooks will circulate draft class schedule for Summer and Fall 2010 in the next week. Some issues with learning communities need to be worked out.
 - The **CRISS Lab began Monday, January 25**. Please remind students. Students have been sent an e-mail and given a flyer. They will receive weekly updates. Campbell will contact students who miss 2 or more sessions. Extension Contracts will be distributed to Seminar instructors the week of Feb. 1-5. Seminar instructors will distribute to students, who must attend lab to turn the contract in to CRISS Lab instructor.
 - Brooks will schedule **classroom visits** beginning in the next week as part of the evaluation process.
 - **Digital Measures Workshop:** Myrick will lead a workshop Friday, Jan. 29 at 3:00 p.m. in HTC 216B. University College instructors will update profiles **no later than Friday, Feb. 5**.
 - **Contact Cards.** Please have students review their contact information and return contact cards to Lowe so that Retain can be updated.
 - **Norma is back!** Norma Campbell was welcomed back to University College. She will assist in a number of projects.
- **UNIV 101**
 - **CSI is under way.** Once score sheets are returned to University College, it takes about a week for Noel-Levitz to receive them and post the results. Reports are posted to a website to which instructors will have access. Please have students complete CSI as soon as possible.
 - **Brooks asked Hill** to provide information to new 101 instructors.
- **UNIV 102**

- **MY CSI:** 439 students had completed the Mid-Year CSI as of Jan. 25. Students who did not complete it received a reminder e-mail Jan. 25. Students can access the CSI from the information in the e-mail. The window to take the CSI closes **Friday, Jan. 29.**
- **Visit Attendance Reporting in Blackboard:** Brooks asked Freshman Seminar instructors to
 - **Add Norma Campbell as an instructor** to your 102 sites.
 - **Create a Grade Column for Career Services and Financial Aid presentations.**
 - **Report attendance as 1, absence as 0.**
 - **Complete by end of week of Financial Aid presentations.**
- **Financial Aid CLA-like Assignment:** Hill and Muhammad will create an assignment by the end of this week.
- **Obama Part III Study Question:** Conyers, Raines, and Sparrow will create questions by the end of this week.
- **Financial Aid Presentation Schedule:** Campbell and Wingfield will work on this. Financial Aid presentations are scheduled for Feb. 8-12.
- **Portfolio:** Baha’l will contact vendors for Bronco Advantage to determine whether the site can be used for the student portfolio.
- **Other**
 - **Chancellor Anderson** stopped by the meeting on a tour of the University College Learning Center and the Supplemental Instruction Open House. He expressed his strong support for SI.
- **Adjournment:** At 3:00 p.m.

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