From: Brooks, John  
Sent: Tuesday, August 25, 2009 4:44 PM  
To: BAHA'I, LINDA; Boose, Sharon; Conyers, Shawn; Hill, Diane; Hinnant-Jones, Zelphia; Jackson, Pamela; Jewell, Carolyn; Mciver-Bell, Michele; Muhammad, Audrey; Page, Carol; Raines, April; Rich, Michael; Sparrow, Lamont; White, Erin; Willis, Shari; Winfrey, Gerard; Wingfield, Elois; Crittenden, Felicia; Estep, Melissa; Mciver-Bell, Michele; Tupuola, Jonathan A  
Cc: Myrick, Mondrail; Allen, David F.; Lowe, Janet F.  
Subject: Freshman Center Meeting Aug 25, 2009 - Minutes  

- Reports  
  - Director: Reminder of 5 unit goals:  
    - Improve critical thinking skills of first-year students  
    - Improve intervention with at-risk students  
    - Increase percentage of students participating in academic support  
    - Improve quality of first-year enrichment programs  
    - Increase percentage of second-year students declaring major by end of Spring semester.  
  - Committees  
    - Courtesy: potluck lunch for Estep tentatively scheduled for Sept. 1. See April Raines to coordinate menu items.  
    - Curriculum: Revised UNIV 102 syllabus  
  - Staff Senate: Will meet next week.  
  - Learning Center Coordinators  
    - CRISS Lab  
      - McIver-Bell has circulated a list of students required to attend the CRISS Lab. Students should sign the list to acknowledge they know they must attend.  
      - McIver-Bell and Brooks will generate Extension Grade contracts for CRISS Lab students. CRISS Lab instructors will give them to students to take to Seminar instructors.  
      - Contact McIver-Bell if you find students with schedule conflicts.  
    - Writing: Crittenden hiring tutors. Learning Center to open after Labor Day  
  - Retention Data:  
    - Myrick: NSSE 2009 shows FSU freshmen above peers on student-faculty interaction.  
    - Allen: early declaration of major an important indicator of retention and graduation. Wants to enter FSU for a Noel-Levitz Retention Award  
- Locator Information: Needed from non-University College UNIV instructors for reference.  
- Conflict of Interest forms: All employees must complete. Need by Friday, Aug. 28.  
- Learning Communities: Rich reported that Bronco Men will participate in service activities. Shirts will be ordered.  
- CLA Follow-up  
  - Good class discussion  
  - Make-up: to be scheduled TR Sep 1, 3. Brooks to contact ITTS
Grading Session: R Sep 3 5:00-8:00 w pizza

- Core Portfolio: Hinnant-Jones and Baha’l to follow up with Student Affairs
- CSI: Instructors will administer the College Student Inventory in class the week of Aug. 31 – Sept. 4 according to the attached schedule. Information about the CSI is also attached. Please make sure you adhere to the schedule and return items promptly. We want to mail the answer sheets to Noel-Levitz on Friday, September 4.
- Convocation: Tuesday, September 15, 2:15 p.m.

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