From: Brooks, John  
Sent: Thursday, December 17, 2009 1:49 PM  
To: RIGGANS, LOU; TUKES, LESLIE; Tupuola, Ayanna Hamilton; MILLSPAUGH-MCKENZIE, VICKI; Hall, Richard; FARRIOR, ANTHONY; BAHAA’I, LINDA; Boose, Sharon; Conyers, Shawn; Hill, Diane; Hinnant-Jones, Zelphia; Jackson, Pamela; Jewell, Carolyn; Mclver-Bell, Michele; Muhammad, Audrey; Page, Carol; Raines, April; Rich, Michael; Sparrow, Lamont; White, Erin; Willis, Shari; Winfrey, Gerard; Wingfield, Elois  
Cc: Young, Jon  
Subject: Freshman Seminar Workshop, Dec. 16, 2009 - minutes

9:00 a.m.: Refreshments, Announcements, and Overview  
- Attendance: Allen, Baha’i, Brooks, Conyers, Hill, Hinnant-Jones, Jewell, Mclver-Bell, Muhammad, Myrick, Page, Raines, Rich, Riggans, Sparrow, Tukes, Winfrey, Wingfield  
- Brooks reviewed UC Unit Goals and Freshman Seminar efforts from Fall 2009  
  1. Improve core learning outcomes: CLA Project. **UNIV 101 instructors must enter BOZ rubric scores in Blackboard by Jan. 1, 2010.**  
  2. Improve intervention with at-risk students. Advising contacts in Retain.  
  3. Increase percent of first-year students participating in academic support. Extension Grade program. **Please reply to the Extension Grade Completion Survey.**  
  4. Improve quality of enrichment programs. Learning communities. **Complete Integrative Assignment assessment by Jan. 15.**  
  5. Increase percentage of students completing the first year on track to graduate in four years. **Contact non-registered advisees over break.**  
  6. Increase percentage of second-year students declaring major by end of Spring semester. **Contact non-registered advisees over break.**  
  7. Improve advisement learning outcomes of undeclared students. **Use Advisement Rubric in Freshman Seminar.**

9:15 a.m.: Syllabus Workshops (Small Group Activities!)  
11:00 a.m.: Presentations on CSI, Parent Satisfaction Survey  
- Mid-Year CSI to be offered in UNIV 102. Must schedule classes in labs during Week 2.  
- Parent Satisfaction Survey to be offered in January

1:00 p.m.: Group Presentations and Discussion  
- UNIV 101: Worked on syllabus  
- UNIV 102: Presented draft of syllabus  
- CRISS Lab: Presented Portfolio Rubric integrating Accuplacer Reading Proficiencies  
- Advisement Learning Outcomes: Suggested attaching to syllabus

2:00 p.m.: Blackboard Workshop. How to conduct class if campus is closed  
- Importing Grade Center (UNIV 102)  
  - Log in to Blackboard, find course into which you want to import the Grade Center.  
  - Go to Control Panel / Course Options / Import Package  
  - Browse to O:\Programs\Freshman Seminar & Univ Studies\UNIV102\UNIV102 2010 Sp and find .zip file. Select, then click Open.  
  - Select Course Materials  
    - Grade Center Columns and Settings  
    - Tests, Surveys, and Pools  
  - Click Submit
Brooks will create Grade Center for UNIV 101

Adjourned at 3:30 p.m.

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