Minutes from the April 23rd meeting was approved.

**Budget**
A full proposal budget and a ‘cut-version’ budget were discussed. At the President’s Meeting on May 6, he allocated $220,000 for both SACS and QEP. However, after March 2010, SACS will no longer have a budget. The ‘cut-version’ is a very limited budget that does not support all the interventions approved. It is lacking the Assessment Coordinator, Reading Consultant and Reading Research Assistants. After meeting with Dr. Babbili and Ms. Nelson, more money should be put into the budget. Final confirmation has not been made from upper administration on total funds available. The reasoning for the two budget proposals is due to the original funding of $145,000 and trying to have a ‘budget cut’ approach. Discussion on why the reading interventions were cut because this was a huge topic at the beginning of the planning. Reading intervention was different from the Math/SI/Faculty Development, it is something different. However it is incorporated within the learning communities. The Committee reemphasized the importance of the reading intervention. The LASSI was discussed and removed from the original budget due to the Office of Planning and Institutional Effectiveness implementing a placement strategy. The Research Assistants were allocated to help collect the assessment data.

R. Wooster motioned to keep the reading interventions within the budget as this is a vital and key aspect to the FYI program. C. Huerta seconded. All in favor.

WAVE BBQ budget issues are how many total will be invited, do their parents pay for a ticket? The M&O budget was cut due to the possibility that the FYI office would be absorbed by the First-Year Programs/Core Curriculum Program and they would cover the basic M&O costs like telecom, copies, etc. Most of our interventions already have an office, like the SI’s will be administered by CASA. Catering monies are reserved for the communities of practice for faculty development. Space issues were discussed as SACS needs to see a visible FYI Office during their visit in March 2010. There is possible placement in the library in the vacant CASA space, or in CCH in the vacant Honors Program space for the SACS visit in March 2010. Assessment Coordinator may be funded somewhere else. Training expenses for seminar was reduced.

Discussion was made on release time for participating faculty. Stipends are in place. NO additional bonuses will be given to faculty who will be teaching the first-year classes. Language is included in the summary about participating will be considered in the promotion and tenure process.

B. Sterba-Boatwright motioned that the full budget is essential. C. Huerta seconded. All in favor.
**Vision and Mission Statement Revisions**

From the Apr. 23 minutes, the mission statement was revised. Discussion was made on the last point of the mission statement regarding the FYI Convocation including all students, and WAVE Learning Communities are just for at-risk students.

The FYI Convocation was discussed. It is the only intervention with the general first-year students, not just the at-risk. Is convocation a major intervention? It will be a symbolic start of the semester. This event will be held the Tuesday before classes start and symbolizes the transition between high school and university. On-campus, this event would be limited to 1200 students – either at the PAC or the Wellness Center. It will be mandatory for at-risk students and then open up remaining tickets to general first-year students. Faculty will be invited, and perhaps be exempt from attending graduation. Regalia may be an issue for inviting faculty and is up for further discussion. Other universities have successful convocation programs. At the beginning of the fall, students are most impressionable. It is not a retention objective, but an official welcome to the university. This is new and special and not 13th grade. Perhaps having a survey to assess the importance of the convocation can be issued to determine if this event is effective. The College of Education has a ‘pinning’ ceremony and is received very well from student and parents. More research will be made on this event.

B. Sterba-Boatwright motioned to implement an FYI Convocation and create a budget for this event. A. Benavides seconded. All in favor.

This event does not have the same weight as the other interventions and perhaps should not be included in the mission statement. Concern was raised about the label “at-risk” and perhaps it is offensive toward those students.

C. Huerta motioned to approve the revised Mission and Vision statement and no further revisions are needed. M. Hartlaub seconded. All in favor.

**Vision Statement**

The Texas A&M University-Corpus Christi First-Year Islanders (FYI) Program provides tailored academic challenge and centralized information and support for First-Year Islanders.

**Mission Statement**

Through its First-Year Islanders (FYI) program, Texas A&M University-Corpus Christi will transform the academic experience of its first-year students by supporting the underprepared to prepare, encouraging the prepared to advance, and inspiring the advanced to excel.

The First-Year Islanders program will improve the learning experience of all first-year students by:

- Creating faculty “communities of practice” to discover and communicate best practices in teaching first-year students and guide curriculum redesign;
• Redesigning the curriculum of barrier courses, developmental education, and learning communities to meet the needs of all first-year students;
• Increasing supplemental instruction and tutoring support for barrier courses and developmental education;
• Establishing a more effective FYI experience for all first-year students.

Assessment Plans Drafts
(Handouts)
“Improving First-Year Teaching” goals are negotiable and needs to be approved by the committee. The “Closing the loop” column will be filled after the pertinent people review the assessment. Adding the responsible people and a timeline can be added in this column. M. Hartlaub will send documents electronically to intervention committees to add the goals and assessment measures. It is critical to have faculty buy-in and communicate that QEP’s goal is to enhance student learning. D. Billeaux suggested adding the findings of the measurement and relationship to closing the loop on the assessment grid.

S. Murphy has concern regarding our lack of direct student learning outcomes. C. Huerta mentioned that using the Exemplary Education Objectives (EEO) will be feasible. In addition to passing grades, we need an embedded activity that somehow measures student learning outcomes of the intervention.

Marketing Discussion with M. Collins
FYI will be weaved into current materials. However, when SACS visits, we need more visual marketing campaign. Fall 09, Spring 10 will be allocated to awareness to recruiters for future students, who will participate in the FYI in Fall 2010. This FY, M. Collins will begin buying ‘hard items’ to expend some of our FY09 funds. The logo was discussed. M. Collins conducted focus groups with some students on campus. Marketing on campus will begin February 2010 to have it fresh when SACS reviewers arrive. A. Benavides suggested giving information at the Fall Faculty Meeting in a folder with the logo. The Committee will come up with items to present at the Fall Faculty Meeting. M. Collins will send an electronic logo to S. Murphy to send to committee members to get feedback. The website qep.tamucc.edu is the encyclopedia of the QEP and fyi.tamucc.edu will be the end-user website. Logo can be animated for the web. The QEP Marketing Sub-Committee is no longer meeting. Y. Keys brought up the idea of text messaging FYI to students. H. Lazenby will email notes from past Marketing Meetings to S. Murphy.

S. Murphy motioned to approve the FYI logo. N. Bantell seconded. All in favor.

Next Meeting:
Implementation calendars are needed from all interventions, except for Math. Assessment goals will be updated. Drafts of the QEP Summary Report are on WebCT and S. Murphy will email documents.

Next meeting: Thursday, May 21, 2:30 – 4:30 p.m., Bell Library Conference Room (Cancelled)
Next Meeting: Tuesday, June 2, 2:30 – 4:30 p.m., Bell Library Conference Room
Approved by Susan Wolff Murphy for submission to Committee