FYI Steering Committee
October 15, 2009 Minutes

Present: Mary Bantell, David Billeaux, Kent Byus, Margaret Dechant, Ann DeGaish, David Grisé, Bridgette Hardin, Mark Hartlaub, Yolanda Keys, Frank Lucido, Peter Moore, Gerry Moreno, Jim Needham, Chris Shupala, Blair Sterba-Boatwright, Sarah Sutton, Susan Wolff Murphy

Guest: Dr. F. Killebrew

President Presentation
Dr. Killebrew attended this meeting to extend his gratitude on behalf of the university for the committee’s hard work and dedication on creating an effective quality enhancement plan. The committee’s commitment is noted and a letter to all members and their deans/director/department head will be distributed for personnel file.

High School Counselor Update Meeting
An FYI booth was set up during the annual Counselor Update, hosted by Enrollment Management, to introduce FYI to the local high school counselors. An email list will be generated for all counselors so correspondence can begin regarding FYI.

FYI Implementation Team
Murphy expressed her thanks for all who agreed to remain on the Implementation Team. The commitment is amazing.

Oct. 15 minutes were amended to read:

Assessment
WEAVEOnline will be used as ‘bookkeeping software’ for assessment development.
Approved, all in favor.

Progress Updates:

- FYI Office Space
  o still unconfirmed (Bell Library 218A and 218A1)
- Reserved PAC & Wellness Center for FYI Convocation (calendar uncertain).
  o PAC is reserved for Tuesday, August 24, the day before school starts for the FYI Convocation and the Dugan Wellness Center is reserved for Aug. 22 and 29 for the WAVE BBQ/Bridge event. Once PC approves the academic calendar for 2010 the date will be set. All events are on Dr. Killebrew’s calendar, for participation.
- Planned website & recruitment language with Marketing “I am a First Year Islander” –will be brought to committee; hope to have up within one month for recruitment.
  o Ean Travis and Marshall Collins working on website. [www.qep.tamucc.edu](http://www.qep.tamucc.edu) will act as the internal administrative website and [www.fyi.tamucc.edu](http://www.fyi.tamucc.edu) will act as the student portal listing bridge activities and faculty resources.
  o A diverse group of students were recruited to talk about how they are a ‘first-year islander’ through text and photos for the website.
  o Website by Nov. 1 – up and running.
- HR/EEO has approved to hire an ‘executive assistant’ in lieu of a ‘program coordinator’ as the duties are more administrative planning with programs and not implementing and developing new programs.
- Began discussions with Denise Landry-Hyde, chair of the FRC committee.
The FRC Committee is revising the mission of the center. They are very excited to work with the QEP, as the QEP resources for faculty development.

- Scott Evenbeck recruited for on-site committee (WE CANNOT COMMUNICATE WITH HIM NOW—only through Provost Babbili).
- Merchandising FYI scholarships—Amanda Allsup @ development
  o Ideas were discussed to sell FYI merchandise to raise money for scholarships. The university bookstore does not do this type of things. However the new alumni center will be able to sell merchandise. A partnership with Parents Connection or Alumni perhaps can be developed to start this initiative.

**FYI Librarians**
Shupala and Sutton will act as the FYI Librarians. A budget has been set aside to develop an FYI library with faculty resources and learning support. A reserve collection that will be housed in the FYI office the ultimately catalogued in the library.

**Budget Revisions**
Because of changes in timeline in start dates of some interventions, budget monies were reallocated. Facilitator summer stipends were doubled. Travel will have to be increased due to increased costs. M&O costs will be absorbed into the Core Curriculum by year 3. Assessment resources and tools budget need to be increase. Perhaps extending the marketing budget each year for promotional items is needed. Marketing items were discussed and items like flash drives, t-shirts, canvas bag, tattoos, bumper stickers and sticky notes. A student focus group can be developed to ask what type of freebees they would like. Benavides reminded that timeline for promotional ideas are very important. The execution of the marketing is critical to allow the campus community to remember the QEP when the SACS Team comes to visit. The FYI logo is already in recruitment pieces and view books from Enrollment Management. The Office of Development and Marketing will be consulted on promotional materials for donations and prices.

**Revised Executive Summary Draft**
No significant feedback was given. The assessment plan still needs attention. Clarification on how to identify the ‘at-risk’ students for the WAVE Learning Community is still needed. TAMUCC currently has Alternative Admits, TSI, and Class Rank. This is a huge number of students. Dechant will look at the data. Having an Alternative Admit status doesn’t mean they are underprepared. This status is used for home schoolers, no class rank, GED, etc. Class rank is established at the end of a student’s junior year. The 50th percentile of class rank is where students begin to show problems in classes. Alternative Admits by Committee status may be a better way to identify the underprepared.

**Sub-Committees**
Assessment
WAVE Bridge
Communities of Practice
Teaching and Learning/Faculty Development (coordination with FRC)
Library
Marketing

**Campus Information Meetings in January/February:**
Academic Departments/Informants:
Math/Sterba-Boatwright
PENS/ Grisé
College of Business/Benavides
College of Education/Lucido
Student Groups:
Degaish/Dechant will help identify student groups like SGA, Greeks, Rec Sports, Orientation Leaders, Ambassadors, Residence Hall Assistants, student training opportunities, risk management meetings
Honors Students

Staff Groups:
Staff Advisory Council
Institutional Advancement
Athletics
Finance & Administration

December 2009 – send QEP report to SACS

Next meeting: Thursday, November 5, 1 – 3 p.m., UC Island Room 316 TBA