**First Year Programs & Learning Community (FYP&LC)  
Faculty Courses and Curriculum Oversight Board**

**University of Connecticut   
April 2, 2018**

**9:30am-10:30am, Rowe 234**

**Members:** Jaci VanHeest (Chair), Daniel Burkey, Tom Deans, Alexia Smith, Friedemann Weidauer, Dave Ouimette, Sarah Renn, Sarah Scheidel

**Ex Officio Members:** James Chrobak, Stephen Dyson, Robert McCarthy, Steven Zinn, Maria Martinez, Melissa Foreman, Amanda Wilde

1. **Welcomed UICC Chair** – Dr. Eric Donkor, Associate Professor, Engineering
   1. FYE and LC are a dynamic unit. For example, from fall 2016 to spring 2017, this unit offered 320 sections. 5,200 students took these courses. Courses are also offered in all of the regional campuses, which is what UICC wants all departments to do. FYP is also a recruiting tool. Dr. Volin already knows what is going on in FYE, which shows how important this program is.
   2. The Senate bylaws that govern how UICC interacts with oversight boards: “Each unit that wishes to propose a UNIV course…must have a faculty chair. Only faculty can be voting members.”
   3. UICC has oversight in three academic activities, namely UNIV, INTD, and Veterans Affairs courses. Bylaws allow professional staff, faculty, and students to teach UNIV courses. However, the academic standards when offering these courses must be maintained, which is the oversight board’s role to ensure.
   4. UICC looks at all courses offered in UNIV programs for approval. Prior to coming to UICC, the oversight board should review the draft. UICC then does course realignments for all courses offered in UNIV programs every three years. This ensures that the standards are still being met at the same level as when they were originally proposed.
   5. Each oversight board is its own entity, which UICC does not have authority over. If you want feedback on curriculum, please feel free to submit to UICC for suggestions.
   6. Mr. Ouimette would like to eventually pursue having a faculty member who is on UICC also sit on the FYE Oversight Board. The Board is also looking at how to best provide oversight to the regional campuses. This is something that we will continue to investigate in the coming year.
   7. Dr. Donkor has already spoken to Dr. Volin about having a UICC member on the FYE Oversight Board. Mr. Ouimette will follow up with Dr. Donkor to encourage this to be done.
2. **March Minutes** - *approved*
3. **New Instructor Review**
   1. Barnes (UNIV 1800 – IBM Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   2. Bartolotta (UNIV 1800 – Staff) – *approved, though he needs to provide an updated resume that includes his UConn position on it.*
   3. Boily (UNIV 1810 – BCLC – Staff, HESA Student at Tiffin University) – *approved, with oversight from the BCLC community and attendance at a FYE new instructor orientation*
      1. She was hired to support BCLC full time.
   4. Day (International UNIV 1800 – School of Business Faculty) - *approved*
   5. Ferrin (UNIV 1800 – HESA Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   6. Hudak (UNIV 1800 – IBM Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   7. Kingo (Hartford or Storrs UNIV 1800 – Staff) – *approved*
      1. Potentially an international UNIV 1800 instructor, given her international background and international student interest in business.
   8. Luiz (UNIV 1800 – IBM Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   9. Napear (UNIV 1800 – IBM Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   10. Raber (UNIV 1800 – HESA Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   11. Singer (UNIV 1800 – IBM Student) – *approved, conditional on taking EDLR or having additional support in the fall*
   12. Turer (UNIV 1800 – HESA Student) – *approved, conditional on taking EDLR or having additional support in the fall*
4. **New Course Review**
   1. UNIV 1820 – Hayden and Peters - “Challenging Social Norms” - *approved*
      1. The instructors are taking a framework they use in the doctoral program on three types of learning and using that as a foundation when asking the students to question the social norms in their lives and on campus. One unique assignment is having the students plan a campaign to challenge social norms.
      2. The instructors are fourth-year PhD students in Education Psychology. They are looking at similar topics in their research on gifted students, but they aren’t tying this course specifically to their doctoral research. The doctoral students aren’t receiving lots of experience in teaching, so this would allow them ways to build their resumes.
      3. They will be introducing students to research methodology and design. They are also engaging them in project work.
   2. UNIV 1820 – Piantek - “Survey of Communication in Sports” – *approved, but with an updated CV needed*
      1. Piantek is a communications doctoral student. There are a lot of readings, with a focus on sports communication and topics in this field. She double-checked with academic departments and there is no overlap between this course and others.
      2. Deans would suggest that she builds in some “passes” for students with the weekly readings, given all of the other work required in the course. She also doesn’t need to only have a traditional paper at the end, but allow for student options in terms of format.
      3. Piantek has been working in the Honors’ Office, so was looking to broaden her collaboration in different parts of the campus. She is deep into her dissertation, as she is planning to graduate soon.
      4. Her resume says that she is graduating in May, but she has a full-time position on campus, so there is the expectation that she will be remaining after graduation.
      5. VanHeest – the only thing missing is something showing her expertise in sports, as there is little indication from her resume that she has a background in this area. There is also no dissertation listed in her resume. It would be ideal for her to have support from a faculty member on campus who has this sports expertise.
5. **Other Business**
   1. UNIV 3030 – Scheidel - “Advanced Peer Leadership” and UNIV 3080 – Dean – “SSS Peer Mentor Leadership Development Course”
      1. Scheidel’s course will be a replacement for the HDFS class the FYE Teaching Assistants take each fall semester. Dean’s course will be a replacement for the HDFS class that SSS peer mentors take.
      2. Ouimette wanted these two new UNIV courses vetted through the oversight board before submitting them to UICC. Both courses work with peer leadership and were under the same HDFS number, but given that the populations are slightly different, we are submitting them as different course numbers.
      3. The course allows for 1 to 3 credits, variable to the semester.
      4. Deans – There is no requested readings in this, which could be questionable.
      5. Scheidel – This is a course that accompanies a field experience. The meeting times are meant to plan, execute, and debrief on the field experience.
      6. Van Heest – With variable courses, there are generally a difference in expectation depending on how many credits students are taking.
      7. Ouimette- You are trying to do multiple things in one class. There used to be a HDFS class that followed EPSY, but now we have a spring required component to get the TAs ready for the fall semester.
      8. Ouimette – There will be a credit concern, with too many UNIV credits. So perhaps focus on the fall course.
      9. Van Heest – It may make sense to have a total of three credits over the academic year, with one credit in the spring and two in the fall. We would need to determine what else UICC is going to be reviewing, to determine if this would look like enough work for a three-credit course without any required readings.
      10. Dean requires a mid-term and a final exam in this syllabus, but the exams aren’t worth much in terms of the grade percentage. A final portfolio may be better than an exam.
      11. Scheidel – It may make sense to have this approved for fixed credit. She will emphasize the field experience component in the syllabus.
      12. Deans – You may want to borrow language from departments who have field experience.
      13. Van Heest – Put the EPSY meetings on the syllabus, so that it shows how much they are meeting with students.
      14. Ouimette – Articulate the other meetings that are occurring during the semester, including the mentor presentation observations and mentor meetings.
      15. Van Heest – Build in all of these required activities, delineating it within the syllabus so that reviewers can easily understand the required elements.
      16. Ouimette would like to have the Oversight Board approve the syllabi prior to submitting them to UICC.
      17. Van Heest – We will do an electronic vote for these syllabi after revisions are made.
   2. Instructor Survey results
      1. This was a follow-up based on last meeting. Scheidel found only two instructors who received a 1 or 2 on the SET, one of which was on a regional campus. Ouimette and Scheidel will be following up with these two instructors. The mean was 3.5 to 4, with response rate variability.
      2. These 1-credit courses are challenging and instructors don’t always realize that they are having a worth-while impact.
   3. FYE Conference Update
      1. Tuesday, May 8th. Dan Burkey will be the keynote, with the overall conference theme being “Sharing and Playing.”
   4. Awards
      1. “Shout-out” to Van Heest and Zinn for their awards.
      2. FYE has selected their annual instructors and mentors of the year and will be awarded on Wednesday. Shoshana Armington and Renee Gilberti are the instructors of the year, with Juanyi Li and Jamie Katzenberger as the mentors of the year.
   5. Instructor Recruitment and Summer Approvals
      1. Dan Burkey and Jaci Van Heest agreed to review summer approvals.
      2. Only four more UNIV 1800 instructors are needed. Laura Burton in Neag would be a good instructor. We have a few instructors who we haven’t yet heard from, so we are hoping to fill our remaining instructor slots quickly.