**FCCOB Meeting**

April 24, 2017, 10:00-11:00am, NextGen 115

Present: J. VanHeest (Chair), J. Chrobak, T. Deans, R. McCarthy, F. Weidauer, M. Foreman, D. Ouimette, Sarah Renn

Absent: D. Burkey, S. Dyson, S. Zinn

1. February and March Minutes – Tom proposed, Friedmann 2nd; *Approved Unanimously*
2. Other Business
	1. Sandra Bushmich attended February’s last meeting, but due to a promotion, can no longer serve on FCCOB.
	2. Psychological Sciences LC – Unanimously approved for two UNIV 1810 semesters.
		1. During March electronic meeting, UNIV 1810 for fall and UNIV 1820 for spring approved based on syllabus content. Ouimette gave some more background. PS LC was structured based on another LLC. The same students would be involved in both first and second semester, so the plan had been to have UNIV 1810s each semester, with the spring following up on the fall semester. There will only be one pilot section next school year, though in theory, Psychological Sciences would like to have one section per advisor. Deans: It is more of a technical question than a LC on its merit. To make it consistent with the other LCs, we’ll have an 1810 for two semesters.
	3. FYE Focus Group Themes
		1. With Shawna’s departure, we wanted to hold a few instructor focus groups to find out more about the instructors’ experience teaching. We conducted one international focus group and 3 for general sections, using a SWAT analysis. Themes included: the instructors who came were invested. We need to incentivize, which is a challenge as some other universities pay up to $1000/credit. We could perhaps provide some professional development as an incentive. We are getting less professional staff able to teach the class and trying to bring this to the attention of our administration. These focus groups armed us with more information, with the burden being time. They also mentioned having veteran instructors mentor new instructors so they can have a better experience. There was a President’s Cabinet retreat and Wayne introduced idea of the cabinet members and their staff to teach. Dan Weiner has offered to teach. Dave will be going to Student Affairs to try to obtain more instructors. We currently need 20-30 more fall instructors, but are using a lot of HESA and IBM students. The problem with this is that they teach one semester and then leave. Dave is trying to figure out how to incentivize the instructor position, so that we can have more instructor continuity.
		2. Another takeaway was need for spectrum of resources. We’ll be providing more online resources and three template syllabi for the instructors who want to have a more structured curriculum, while instructors who want to personalize their content can take the two required items and then determine the other content. Bob noted that FYE needs to be given more stress at the upper levels of the administration. FYE goest directly to our good student retention rate. We need to have a conversation with upper administration, so that more emphasis and resources can be provided to help us succeed. D. Ouimette noted that with the increased vetting procedure, some staff have been intimidated and perhaps discouraged from applying to teach.
	4. New Instructor Support
		1. F. Weidauer suggested creating a document with tips on what to do and what to avoid on your first day teaching. This could help new instructors who are fearful of how to start. D. Ouimette wanted to know whether there was a way to incentivize the mentor instructors, so that we can retain these experienced instructors and maintain a good FYE community.
		2. We need 20+ more 1800 instructors, so we should be asking for more people to teach.
		3. Joel Nebres in COMM will be teaching a UNIV 1800 for COMM-only section in the fall, with the potential of creating a LC in fall 2018. Is it alright to have all of these new major-only 1810s vs. keeping them in the regular 1800 sections? J. Chrobak: It seems like it would alright to have these 1810s, as it would provide students with an FYE experience.
		4. We have international-only sections, who are pre-enrolled in sections and unable to drop it. We have 500 international students coming in this year, some of which are going to LCs.
		5. T. Deans suggested that we approach Wayne Locust to get more resources for these sections. J. VanHeest will speak to Yuhang Rong about teaching a section. It will be difficult for faculty to teach, with the budget cuts coming. Few CETL staff are teaching. T. Deans will talk to Peter Diplock in CETL to see if there are more instructors.
		6. We have created a situation where everyone is creating a unique FYE, but we don’t have the resources for all of these initiatives. J. VanHeest: We used to rely on the volunteering of staff-faculty-grad students, but as funding changes, our ability to staff the FYE sections are changing. D.Ouimette: Advisors become better advisors by teaching their own students. That’s why we have the cohort model, with the LC sections. Eurotech is a good example of setting students here for this program and making curriculum changed to encourage those majors. How do we enrich the student experience here at UConn? It starts with FYE.
	5. Transfer Students
		1. Transfer House review – *Tabled*
			1. Pat and Kelli didn’t come to present on their pilot year’s experiences. We currently have 60 students in Transfer House.
		2. Megan Ridder (CAHNR) is interested in teaching a transfer section, but we don’t have a shell course. They may need to provide a shell course to get approved. We are getting 900 transfer students in the fall and are a very diverse group of students who have unique transfer challenges. We want it organized thoughtfully about resources, as if they are teaching transfer students, they can’t teach FYE. J. VanHeest and D. Ouimette will have a conversation with Sandy Bushmich to find out more.
3. Instructors
	1. All non-master degree potential instructors are either going to co-teach or will be enrolled in D. Ouimette and Ann Traynor’s IBM graduate course. T. Deans: Some graduate students are teaching 3-4 credit courses. Most of the language programs and FYW classes are taught by graduate students. They are given program oversight. J. Chrobak: A HESA student would be fine to teach these FYE courses.
	2. Anderson (1820 co-instructor) – *Unanimously Approved*
	3. Bollard (1800, IBM student) – *Unanimously Approved*
	4. Casarella (international 1800, ISSS staff) – *Unanimously Approved*
	5. Danburg (1800, University staff and MPA student) – *Unanimously Approved*
	6. Giove (1800 co-instructor, University staff) – *Unanimously Approved*
	7. Manning (international 1800, ISSS staff) – *Unanimously Approved*
	8. Mordo (1800, IBM student) – *Unanimously Approved*
	9. Murphy (1800, IBM student) – *Unanimously Approved*
	10. Rosman (1800 co-instructor, University staff) – *Unanimously Approved*
4. Summer Reviews
	1. FCCOB allows J. VanHeest, R. McCarthy, and D. Ouimette to review any materials over the summer that require immediate attention.
5. F. Weidauer may be on sabbatical in the fall and we wish him well.
6. J. VanHeest was thanked for her leadership this year.