**FCCOB Meeting**

February 20, 2017, 10:00-11:00am, NextGen 115

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

Absent: S. Dyson, J. Chrobak, S. Zinn

1. December 2016 Minutes Approval – *Unanimously approved*.
2. Nominated FCCOB member – Ouimette introduced Dr. Sandra Bushmich, who will be reviewed for FCCOB membership at the March 20, 2017 FCCOB meeting.
3. New Course Review
	1. UNIV 1820 – van Hoof – *Unanimously approved*.
		1. J. VanHeest and S. Zinn accepted the course for one spring 2017 section pending full FCCOB review. VanHeest voiced one reservation, given that the course only runs for the first half of the semester and so the course is completely front-loaded. Could it instead meet for 2 weeks every second week, so that it goes the full semester? Ouimette explained that the professor wanted more time each week, so it meets 2 hours per week for the first half of the semester. Deans pointed out that students can be more intensively engaged during shorter amount of time. He didn’t have a problem with students having intensive learning during first half and then be able to apply it during second half of semester. Deans recommended that the course be approved, but with suggestion to the instructor to have a last class near the end of the semester for reflection and debriefing.
	2. UNIV 1820 – McKeon – *tabled* pending more information.
		1. McKeon is an Allied Health advisor, who wants to build resilience in her students. VanHeest pointed out that the points in the syllabus don’t add up correctly, with 500 points being the maximum that can be earned. Ouimette voiced a concern about the emphasis on “psychological capital” and whether the Department of Psychological Sciences needs to be involved, as this topic could fall under their expertise. There are also questions about whether this course was tailored for students within Allied Health majors, as there is no one with expertise in Allied Health who is involved in teaching the course. VanHeest suggested that FCCOB table the proposal, while McKeon speaks to the Department of Psychological Sciences to gain their input and determine if they want to be involved. This is a fall semester course, so there is time to obtain more information.
4. Instructor Review
	1. Hill – *Unanimously approved*.
		1. Hill will be taking over the spring 2017 UNIV 1810 section of Shoshana Armington.
	2. Paddyfote – *Unanimously approved*.
		1. She is a Hartford campus alum, who also received her MBA from UConn. She is interested in teaching a Hartford campus fall FYE section. She will receive FYE instructor training.
	3. Ryan – *Unanimously approved*.
		1. He is an FYP&LC staff member, with a BA degree. He will be assigned a supervisor.
	4. Wilson – *Unanimously approved*.
		1. Correction – Wilson is an Allied Health advisor. She will be teaching a fall UNIV 1810 for the non-residential Allied Health Learning Community.
5. Other Business
	1. New Instructor Observation and Evaluation Form – *tabled* for FYP&LC to propose specific procedures.
		1. FCCOB has requested that FYP&LC draft observation and evaluation forms for new instructors. Deans noted that there is no place for the new instructor to do a self-evaluation. VanHeest agreed that a self-evaluation would be useful. Deans noted that the form is summative and inquired as to whether the midterm could be more formative. Renn noted that we use the midterm areas of improvement to determine how the instructor has evolved by the final evaluation. Renn asked if these forms were for all new instructors or just instructors without master’s degrees. VanHeest recommended that FYE prioritize observations and evaluations for new instructors who do not have a master’s degree and/or much student content. Ouimette suggested that the evaluations discussion be tabled until FYP&LC staff proposes specific procedures for implementation.
	2. Procedures: Bylaws – no further action needed
		1. Ouimette noted that this committee originated out of the UICC. He recently attended another oversight committee’s meeting, at which time they decided that there was not a need to question quorum for voting. Deans noted that many similar faculty oversight committees do not have bylaws. For Senate, 25% of members need to be present for a quorum. McCarthy mentioned that quorum is based on having a majority of voting members present. VanHeest noted that we have a variety of faculty across the campus on FCCOB and unless there is a specific reason for revisions, our current processes are fine. Ouimette asked about precedent. Do we need to re-review instructor eligibility when FCCOB changes how it approves instructors? Deans noted that in Writing Center, instructor eligibility is decided once and then not normally revisited when new procedures are put into place. Burkey noted engineering FYE instructors on regional campuses are approved based on credentials only. VanHeest stated that once approved, instructors are only terminated based on cause and not on amended eligibility requirements.
	3. Procedures: FCCOB appointments
		1. VanHeest noted that FCCOB should review the current term dates of FCCOB members to determine who will be rotating off and to find replacement members. We do not need to increase the total number of FCCOB members. Ouimette noted the need to make sure that we have faculty membership from across departments, with slightly more from CLAS. Dr. Alexia Smith from the Anthropology Department will join FCCOB in the fall. FCCOB could use a faculty member from the School of Business.
	4. Update: Regional campus train-the-trainer session
		1. A training session will be held for all regional campus FYE instructors at the UConn Hartford campus. The date is still to be determined.
	5. May 2017 FYE Conference – GenZ FYE
		1. The conference is taking place Wednesday, May 10, in the NextGen building. Gina Barreca will give the keynote address and maker space workshops will be available. Registration opened for the conference last Friday, February 17.
	6. Spring 2017 meeting time
		1. FCCOB will meet Monday, March 20 and Monday, April 17, 10:00-11:00am in NextGen 115.
	7. FYP staffing update: Shawna Lesseur has resigned as Assistant Director of Curriculum. FYP&LC will replace her ASAP.