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

**University of Connecticut   
March 5, 2018**

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

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

**Absent:** James Chrobak, Stephen Dyson, Melissa Foreman, Maria Martinez, Robert McCarthy, Amanda Wilde

1. **February Minutes – *approved, Zinn obstained***
2. **Instructor Review**
   1. HESA Students
      1. We will try to gather them twice in April. We will have an introduction session, with expectations including two FYE class observations in the fall. Then have a new instructor orientation prior to the summer.
      2. Zinn – I would like to require that every HESA student takes a fall class that provides hands-on teaching methodology, rather than just theoretical teaching processes.
      3. VanHeest – Worries that requiring a class would result in us losing instructors.
      4. Scheidel – The goal is to have all HESA students who will be teaching trained by us prior to the end of the spring semester. There will be at least one teaching observation in the fall.
      5. Proposal to accept all HESA students on probation, with the requirement that they all receive new instructor training and either take the EDLR fall course or have other appropriate oversight.
   2. Brown (UNIV 1800 – HESA Student) - *approved*
   3. Burkey (UNIV 1810 – Engineering House - Faculty) – *approved, Burkey abstained*
   4. Camerato (UNIV 1800 – HESA Student) - *approved*
   5. Fisher (UNIV 1800 – HESA Student) - *approved*
   6. Groves (UNIV 1810 – Psychological Sciences - Staff) - *approved*
   7. Maruschak (UNIV 1800 – Staff) – *approved*
      1. He is a new hall director in Residential Life. He has taught FYE in past professional positions. He attended our networking event last week.
   8. Maynard (UNIV 1800 – HESA Student – Co-teaching) - *approved*
   9. Metcalf (UNIV 1800 – Staff) – *approved*
      1. She is in the School of Business, has a Master’s degree, and is interested in teaching a UNIV 1800.
   10. Rogers (UNIV 1800 – HESA Student – Co-teaching) - *approved*
   11. Zabel (UNIV 1810 – Psychological Sciences - Staff) - *approved*
3. **Other Business**
   1. Regional Campus update
      1. Ouimette, VanHeest, and Scheidel are trying to visit every regional campus. They have already visited Avery Point to find out more about their current programs and their vision for FYE in the future, including the collaboration between the Storrs FYP office and their office. The more the office connects, the more opportunity to streamline the programs. It would also be beneficial to meet with more faculty who are teaching FYE.

Deans noted that we should be connecting with regional faculty who are involved in First Year Writing. They have their finger “on the pulse” of first year students, which can help inform FYE on these campuses.

Different campuses have different FYE structures. There are some things that we do here that they don’t do there, which could help them. One example is using FYE mentors. Many regional campuses struggle with student sense of belonging. Ouimette is also not sure how FCCOB is vetting their courses. All students should be taking FYE, but this isn’t the case on regional campuses.

It would be ideal to have instructors instruct the entire semester, rather than teach double the time during the first half of the semester and then not hold class the second half of the semester.

All of the Regional Directors need to gather together. All of the Directors are meeting together in CETL tomorrow [March 6], which may be an opportunity to discuss FYE.

It was noted that more faculty needs to become involved, so that FCCOB can receive good curriculum proposals for approval. If FCCOB doesn’t approve the syllabi, the regional campus won’t be holding FYEs. FYP needs to create with strategies to work with these campuses. The Directors are interesting in having FYE, but there will need to be an evolution.

There will be further updates as more visits occur.

* 1. UNIV30XX Peer Leadership class
     1. FYE can no longer use HDFS for the upper-level peer leader class, starting in fall 2018. Unless we can collaborate with another department, we will be creating a new three-credit upper-level UNIV class to replace our old class. This will hopefully be a temporary solution, until we have found a department of house the course.
     2. Scheidel will draft a proposed syllabus and course, then will submit to FCCOB members for comment prior to submitting to UICC.
     3. Even though we have been working with HDFS for 20+ years, we aren’t faculty in HDFS. Many of our students are not HDFS majors, which may also be a consideration.
  2. Instructor Recruitment updates
     1. Thanks to everyone who attended our networking event last week. While it wasn’t a large turnout, we recruited a few new instructors both from attendees and from people who couldn’t attend the event, but let us know of their interest. Hopefully we will have some of these applicants to review next FCCOB meeting.
     2. Zinn – could we have mini-testimonials, from mentors, FYE students, new instructors, etc., rather than just food, to motivate potential new instructors?
     3. Scheidel – we could create a video of testimonials to post.
  3. EDLR
     1. The three-credit course for graduate students who are also new FYE instructors is nearing approval and will soon be available for fall 2018 registration. The course meets once every two weeks, with the students teaching weekly FYE classes. This course provides debriefing opportunities, as well as readings and formal curriculum support.
  4. Student Instructor Surveys
     1. We have a spread-sheet of scores. The Provost’s Office used to send out letters to instructors who received a 4 or 5 score.
     2. We should be concerned about the instructors who receive a “poor” score, which would be below a 3. We would need to look at percentage of students who completed it, as well as any other factors that could affect the score. We will bring the instructors’ scores who are below 3s for FCCOB review next meeting, though we don’t receive survey comments.
     3. There will be some changes to these surveys going forward. There is concern about the surveys not surveying how well instructors teach. So no matter what decisions we make in FCCOB, in the fall there will be changes.
     4. At the next meeting, we will review the scores and decide what remediation may be needed, based on conversations with FCCOB and the instructor.
  5. FYP Data Sheets
     1. Three data sheets were distributed, to provide breathe and depth of FYP unit programming. On the learning community sheet, the 44% figure should make the caveat that 44% of all freshmen participate in a learning community. Both residential and non-residential learning communities should be listed, with this box at the bottom. The eye naturally goes to the upper right, so locate the most important figure there. We will provide these sheets to FCCOB member electronically.