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

**University of Connecticut   
November 9, 2017**

**9:00am-10:45am, Rowe 234**

**Present:** Jaci VanHeest (Chair), Daniel Burkey, James Chrobak, Tom Deans, Robert McCarthy, Steven Zinn, Dave Ouimette, Sarah Renn, Sarah Scheidel, Amanda Wilde, Melissa Foreman

**Absent:** Stephen Dyson, Maria Martinez, Alexia Smith, Friedemann Weidauer

**October Minutes - approved**

1. **New Course Review**
   1. UNIV 1820 – McKeon – Re-review – approved to run for next semester
      1. Amy was on maternity leave, so hasn’t gotten back to the FYP office until last month. The Allied Health Office reached out to EPSY and the Psychological Sciences offices to ensure that there was no overlap with other academic offices. Amy’s professional experience at a prior job at the University of Nebraska ties into the course that she wants to teach. She would not be restricting the enrollment to only allied health.
2. **Instructor Review**
   1. Carignan (UNIV 1800) – tabled until questions answered
      1. She is working on her master’s, a HESA program, but not at UConn. She is on special payroll as a staff member here. We have given the HESA students an exception to teach, given that we could provide oversight to the students. She would not fall into this category, as we may not have the same level of oversight. Could we provide the mentorship, given that she is located on campus for her position.
      2. Sarah Scheidel has experience with Carignan. She could provide additional mentorship to her or perhaps see if she could join the EDLR course that UConn HESA/IBM students take in the fall. We need more information as to whether this could be possible. We would also need to require that she attends the annual FYE conference.
      3. Question to be answered: is this teaching experience something that would count towards her degree?
   2. Roberts (UNIV 1820 – Intro to Making) - approved
   3. Ryan (UNIV 1820 – Intro to Making) – approved
      1. While he doesn’t have a Master’s degree, he has taught two semesters of UNIV 1800, has set up the Maker Space, and will be starting tomorrow in the new position of Supervisor of the Next Gen Innovation Zone Maker Space.
   4. Vadas (UNIV 1810 – Engineering House) – approved
   5. UNIV 1810 – Anne Gebelein - approved
3. **Other Business**
   1. Engineering House faculty – Monica and Caitlyn - approved, with S. Zinn abstaining
      1. Tim Vadas was the only faculty member who could teach in the spring. In the fall, James Lee will be teaching the sophomore level LC course, Dan Burkey will also be teaching. Burkey is still trying to recruit more faculty to teach in the fall.
      2. Right now, Engineering House only has two instructors approved for the spring. Caitlyn and Monica can teach in the spring, but aren’t yet approved to teach. Students are already registering in the four sections for the spring.
      3. Monica has attended all FYE instructor meetings. Feedback has been good for each instructor.
      4. For a one-semester bridge only, we would approve these instructors.
   2. Faculty Oversight Board member terms
      1. Terms were staggered to allow people to rotate on and off.
   3. Future meeting schedule
      1. FYP Instructors’ Breakfast in December 14th,
      2. Want to keep meetings in Rowe 234.
   4. Winter approvals
      1. Jaci VanHeest and Steve Zinn will review any business that we need prior to the first full FCCOB meeting in the spring semester.
      2. Future items: Regional campus review of FYP
      3. Would like to have Chair of UICC meet with FCCOB to compare info
      4. Also like to have Vice Provost of Academic Affairs, Jon ??, to meet with FCCOB
      5. Transfer students, resources, and courses. We will try to bring the Faculty Head of Transfer Living Learning Community.
      6. Sloane Krauss-Hanley, AAC Program Coordinator, attended the meeting and was introduced to the FCCOB.