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

September 14, 2017, 9:15am-10:45am, NextGen 113

Present: Jaci VanHeest (Chair), Robert McCarthy, Alexia Smith, Steven Zinn, Melissa Foreman, Dave Ouimette, Sarah Renn, Sarah Scheidel, Amanda Wilde

Absent: Daniel Burkey, James Chrobak, Tom Deans, Stephen Dyson, Maria Martinez, Friedemann Weidauer

1. Welcome to Dr. Alexia Smith and new FYP&LC Staff
	1. Introductions of attendees and recounting of FYP&LC’s FCCOB’s mission and history.
2. Instructor Review
	1. Jonathan Moore (UNIV 1810 – BCLC) – *Approved*
	2. Amanda Spada (UNIV 1810 – BCLC) – *Conditional Approval*
		1. She has taught in the past, but has never been reviewed by FCCOB. She will be overseen by BCLC’s Faculty Director and will use template BCLC syllabus and assignments. She will need to have additional oversight and some additional FYE instructor training.
		2. We need to increase new instructor training about how to deal with the variety of students that show up in the UNIV classes.
		3. We have talked about having a veteran instructor doing a classroom observation, to ensure that new instructors are obtaining good feedback.
	3. Jason Vokoun (UNIV 1810 – Environmental Sciences) – *Approved*
	4. UNIV 1810 - Engineering House – Bukowski, Bullock, and Cullen – McCarthy made a motion to not approve any of them. They can finish out this semester, but will not be approved for the spring 2018 semester. *Not Approved*
		1. Discussed in July. Dan Burkey was consulted. Engineering used to have academic advisors teach, but they aren’t teaching as much as they were due to additional responsibilities. The Engineering program has expanded, which requires additional instructors.
		2. Megan Bukowski has a BS in engineering, with professional experience in engineering. Monica Bullock has extensive UConn experience and administrative knowledge in Engineering. All three instructors have attended new instructor training, as well as additional FYE summer workshops.
		3. Zinn – They are administrative assistants, without an academic background. Bullock and Cullen are not appropriate to teach beyond this semester.

McCarthy – The program shouldn’t risk the quality of programming based on the quantity of students.

Ouimette – We have an amazing new facility (Next Gen/Innovation Zone) that should be used by faculty with students.

Foreman – Two of the women work with particular subgroups of engineering students and they are trying to recruit more students to those fields.

Zinn and McCarthy – We need to more faculty teaching. We should not approve these instructors beyond this semester.

VanHeest – If UICC were to review these instructors, they would wonder why these instructors were approved to instruct.

Zinn, VanHeest, McCarthy, Ouimette - There was debate over whether to approve Bukowski, based on her BS degree and experience. If she was successful teaching this semester and obtains further mentoring, FCCOB would re-review her eligibility.

1. Other Business
	1. New FYP&LC Staff
		1. Joanna Rivera-Davis – Assistant Director of Academic Support
		2. Sarah Scheidel – FYP Assistant Director, FYE Program Manager
		3. Helena DeBald – LC Program Coordinator
		4. Sloane Krauss – AAC Program Coordinator
		5. Amanda Wilde – LC Administrative Coordinator
	2. Transfer FYE discussion
		1. We have a Transfer Connections LC for 60 students, but we also have had an increase in transfer students. There has been some discussion of creating a shell UNIV 3820 course shell for transfer students.
		2. McCarthy – Can we find out into which school these transfer students are going?

Ouimette – We have antidotal information about transfer students, based on transfer honor society and a new transfer student club, indicating that transfer students are interested in involvement. Transfer students don’t want to take a UNIV 1800. ACES’ numbers are going down, so they are starting to research transfer students. We may be able to bring Jim Hills in to discuss his findings.

Zinn – It would be useful for a Transfer Connections’ instructor to come in and report on their experiences.

Ouimette – STEM transfer students who had low SATS, but a good one year of university work, are coming to UConn and having problems with the level of academics required at UConn.

* 1. Review of UNIV 1800 International sample syllabus - *Tabled*
	2. Fall meeting schedule – *Tabled*
		1. We need to hold future meetings in a more central location. Next meeting will be held in Rowe 234.
	3. FCCOB Membership and Term Limits
		1. VanHeest – We should have some members on three-year terms, while others on two-year terms. Any new terms would be for three years. VanHeest and the FYP&LC office staff will add term limits to all members.

Ouimette and Zinn – We need to recruit someone from Business. Given that Business is expanding, we need to hear their views. Bob Day is one possible member.

McCarthy can represent the smaller health majors.

Ouimette – Do we need more CLAS members?

VanHeest – Given the increase in international students, should we add a faculty for this population? If we can’t find a faculty member, perhaps Yuhang Rong could be added as a non-voting member.