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

**University of Connecticut   
February 6, 2019**

**11:00am-Noon, Rowe 234**

**Present:** Tom Deans, Stephen Dyson, Mohammed Hussein, Alexia Smith, Friedemann Weidauer, Steven Zinn, Melissa Foreman, Daniel Mercier, Dave Ouimette, Sarah Renn, Sarah Scheidel

**Absent:** Jaci VanHeest (Chair), Daniel Burkey, James Chrobak, Maria Martinez, Amanda Wilde

1. **Welcome to new board member, Daniel Mercier**
   1. Dan is from the Avery Point campus and is the first ex officio member from a regional campus.
   2. The FYP Office has identified a FYE point person from each regional campus.
2. **December Minutes - *approved***
3. **Winter Approvals**
   1. Papacostas Ginolfi – UNIV 1820 Resilience through Mindfulness (Hartford Campus)
      1. Van Heest and Zinn approved the course to start in Spring 2019, though with contingencies that will determine whether the course will be offered beyond the spring. At the end of the semester, we will need to reevaluate the course.
4. **New Instructor Review**
   1. Bellucco (UNIV 1800 – Summer Student Athlete section, Staff – Student-Athlete Success Program) – *approved*
      1. He has his Master’s Degree. He will be trained by the FYP office once he is approved. He will be teaching athlete-only UNIV courses.
      2. Zinn requested that he attend the FYE Instructor Conference.
   2. Caffyn (UNIV 1810 – Ecohouse, Graduate Student) - *approved*
      1. She has been working with Ecohouse Learning Community and has been co-teaching with Dr. Parnas.
      2. We are retroactively approving her for teaching.
   3. Cajigas (UNIV 1800 – SSS section, Staff – SSS Office) – currently enrolled in a UConn Master’s degree program in Cognition, Instruction, and Learning Technology – *approved; Deans abstained*
      1. She has been in the SSS office for a number of years and is enrolled in a Master’s degree program. She is being mentored by SSS Academic Advisor Chelsea Cichocki.
      2. She needs to be have further mentoring and oversight from the FYP Office.
   4. Hritcko (UNIV 1810 – Pre-Pharmacy, Faculty) – [No vote necessary, as he has a terminal degree and is in a faculty position.]
   5. Katz (UNIV 1800, Staff – Program Coordinator) - *approved*
      1. Katz has a Master’s degree and started as the First Star Academy’s Program Coordinator this past summer. She was an advisor at URI and taught FYE courses there.
   6. Maldonado (UNIV 1800 – Stamford Campus, Staff – SSS Stamford Office) – *approved*
      1. He is based on the Stamford campus. He has a Master’s degree and interesting experience. He will be teaching a targeted FYE class for Stamford SSS students.
5. **Other Business**
   1. Fall 2018 FYE Data
      1. 197 FYE sections in total were held in the fall. 96 UNIV 1800 sections were held, including 14 international-only sections, two hybrid international-domestic sections, 64 UNIV 1810 sections, 20 UNIV 1820 sections, and a handful of other classes.
      2. There were an additional 33 honors sections that are not administered by the FYP Office.
      3. In total, there was approximately 90% freshmen enrollment in FYE for the 2018-2019 academic year.
   2. Rollout of CETL Participation Statement
      1. We cannot mandate attendance in class. CETL came up with tips for grading without utilizing attendance.
      2. Ouimette feels that FYE classes should be using the CETL recommended participation statement in all FYE syllabi.
      3. Zinn notes that by using the CETL statement, you have to define what participation is. Depending on your definition, introverts could be at a disadvantage.
      4. Weidauer uses a quiz each class and only uses some of them for grades, though not telling students which ones count.
      5. Ouimette prefers that we have language that emphasizes active participation, so that students understand this is important.
      6. Scheidel will have a variety of meetings with CETL and will bring a draft participation statement to share with the Oversight Board next meeting.
      7. Dyson suggests that FYE outright ban electronics (laptops, phones, etc.) in all of their classes.
   3. Fall 2018 Instructor Evaluations (SET)
      1. Average of 4.5 for overall course satisfaction, with 40% response rate, which is slightly lower than in the past.
      2. We had two UNIV 1800 instructors that had low scores (2.5), but they had lower response rates.
      3. We use the data as a conversation starter as we’re seeing trends, but we don’t receive the SET comments.
   4. Campus Partner Presentations and Core Components
      1. At the Writing Center, over 1400 FYE students visited. From their post-visit survey, a majority had a positive experience.
      2. Violence Against Women Prevention Program (VAWPP):
         1. 1294 students in UNIV 1800 sections and 541 students in UNIV 1810 interacted with in-class VAWPP presentations. They have a general workshop, as well as an international-only class workshop.
      3. Center for Career Development –
         1. Students are required to draft a resume, attend an in-class resume workshop, go to a CCD workshop, and then redraft their resume.
         2. This assignment is meant to help students have a professional resume, but also to do some professional planning.
      4. Additional data from our campus partners will be emailed to members.
   5. FYE Mentor Recruitment –
      1. The link to a mentor recruitment video will be emailed to members.