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

**University of Connecticut   
April 3, 2019**

**11:00am-Noon, Rowe 331E**

**Members:** Jaci VanHeest (Chair), Daniel Burkey, Terrence Cheng, Tom Deans, Mohammed Hussein, Alexia Smith, Steven Zinn, Daniel Mercier, Christine Mosman, Dave Ouimette, Sarah Renn, Sarah Scheidel, Amanda Wilde

**Absent:** James Chrobak, Stephen Dyson, Maria Martinez, Kelly Bartlett, Melissa Foreman, Friedemann Weidauer,

1. **Welcome to New Members – brief overview of FCCOB** 
   1. New Members include :Kelly Bartlett (ex-officio), Student Affairs, UConn-Waterbury Campus, Terrence Cheng, Department of English, UConn-Stamford Campus, Christine Mosman (ex-officio), Office of Student Services, UConn-Hartford Campus
   2. Kelly was unable to be present today
   3. Overview of the work of the FYP Faculty Courses and Curriculum Oversight Board parameters. New FYE instructors are approved. Most FYE instructors must have a Master’s degree or higher in order to teach. We do approve some UConn graduate students, but most must take a EDLR course with David Ouimette and Ann Traynor (Neag School of Education). UNIV 1820 courses are reviewed and approved as is appropriate.
   4. FCCOB was created to have an early vetting of FYE courses before going to UICC and then the University Senate for final approval. Any program that doesn’t report to a Dean who offers courses must have a Faculty Oversight Board for an initial review of courses.
   5. We wanted to include regional campus representation on the Board, as we were seeing course proposals being submitted directly to UICC, but which full under the FYP FCCOB.
   6. FYP offer UNIV 1800, 1810, 1820, and 3820 course numbers, under which our courses all fall.
   7. The Board meets once a month during the semester, with reviews by a smaller group of board members during the summer.
2. **February and March Minutes - approved**
3. **New Instructors – Graduate Students - approved**
   1. All students will be enrolled in the EDLR course in the fall. Dave and Ann are meeting with every potential instructor prior to accepting them as instructors.
   2. All graduate students were approved, but with the requirements that they all enroll in the fall EDLR course, attend new instructor training, and review is done of their SETs at the end of the semester.
      1. Bachoo (UNIV 1800, IBM Graduate Student)
      2. Bravata (UNIV 1800, HESA Graduate Student)
      3. Daigle (UNIV 1800, Education Psychology Graduate Student)
      4. Francischelli (UNIV 1800, IBM Graduate Student)
      5. Galarza (UNIV1800, HESA Graduate Student)
      6. Green (International-only UNIV 1800, Education Psychology Graduate Student)
      7. Harmonay (UNIV 1800, HESA Graduate Student)
      8. Horan (UNIV 1800, IBM Graduate Student)
      9. Mazzarella (UNIV 1800, IBM Graduate Student)
      10. Olson (UNIV 1800, HESA Graduate Student)
      11. Robinson (UNIV 1800, IBM Graduate Student)
      12. Strain (UNIV 1800, IBM Graduate Student)
      13. Will (UNIV 1800, HESA Graduate Student)
4. **New Instructors – Staff/Faculty**
   1. Boritz (UNIV 1800, Staff) - *approved*
   2. Dahlen (UNIV 1800, Staff) – *approved*, but required to take new instructor training and have her SET scores reviewed after teaching fall 2019.
      1. Sara shadowed a fall 2018 UNIV 1800 class. She has taken graduate courses, but has not yet completed a graduate degree program. She will start an Education Counseling graduate degree in the fall. She will not take the EDLR course, but will be mentored by the Learning Community and First Year Experience staff.
   3. Menon (UNIV 1800 – Avery Point campus, Faculty/Staff) - *approved*, with S. Zinn voting no and J. van Heest, D. Burkey, T. Deans, M. Hussein, A. Smith, T. Cheng voting yes.
      1. He is an adjunct faculty member in Avery Point.
      2. The question was asked if he will be paid to pay FYE.
      3. Terrence Cheng noted that at Stamford campus, a portion of the fall FYE classes are taught by adjunct faculty. They do not have graduate students, so have to bring in adjuncts in order to instruct their FYE classes. Most adjuncts can take on this additional one credit and not have to change their paperwork.
      4. Dan Mercier noted that they don’t necessarily pay their adjunct, but they have flexibility to pay if needed.
      5. There is a staffing challenge on the regional campuses, given that they don’t have graduate students. There may be problems through the AAUP union if instructors aren’t paid.
      6. On the Storrs campus, all of our UNIV 1800 instructors and many of our UNIV 1810 instructors aren’t paid. It would be cost-probative to pay all of our FYE Storrs campus instructors.
      7. Steve Zinn feels that it sets a bad precedent to start paying adjuncts to teach FYE, so says that for that reason, he will be voting no.
      8. Alexia Smith asked why there isn’t a budget to pay instructors to teach FYE if this is important for the university. The investment has gone into hiring and staffing the program, rather than in paying the FYE instructors. Will this become an problem based upon the union contracts for faculty and graduate students.
      9. The discussion may need to be specific base upon the role of the instructor. There may need to be financial incentives for adjuncts, which could be different than incentives for staff and faculty. Adjuncts don’t have security and benefits, so asking them to teach for free could be a different expectation than asking UConn staff and faculty. Staff have less support to teach now than in the past, so the Storrs FYE office has had to lean on graduate students to teach more frequently. These are all challenges.
      10. There are a number of issues here, including logistical staffing issues and instruction reimbursement. These issues will need to discussed further, beyond the scope of Dr. Menon’s credentials to teach.
   4. Rochester (UNIV 1810 – Allied Health LC, Staff) - *approved*
5. **Regional campus updates**
   1. Updates from regional campuses
      1. Hartford Campus
         1. The UNIV 1820 Meditation course that is being piloted this semester is going well. Christine is looking forward to it being reviewed at the end of the semester and hopefully having this being fully approved to be offered on an on-going basis.
      2. Stamford Campus
         1. Cheng noted that Stamford campus staff teach FYE UNIV courses and do not receive compensation for that. It its only adjunct faculty who are paid due to contractual requirements. The budget that funds the adjunct FYE instructors are regional campus funds and so comes out of their specific budget. They are offering 16-20 sections each year, with more coming based upon the Stamford campus freshmen enrollment.
   2. FYE Mentors & EPSY-3020 at Avery Point
      1. Noemi is building an Avery Point mentoring program modeled off of the Storrs FYE mentoring program. There will be a program kick-off Wednesday to welcome 12 new Avery Point mentors.
      2. The EPSY 3020 course is required for our Storrs mentors as a learning and training curriculum as our mentors work in the FYE classes.
6. **Other Business**
   1. FCCOB Membership
      1. UICC and other committees have designated alternates, so that if a member cannot attend, an alternate can come in their place.
      2. The Board would need to appoint alternates if we want them. For UICC, the Dean designates a UICC member and an alternate.
      3. S. Zinn notes that problems occur when alternates attend each meeting and are discussing and voting when they shouldn’t be. As long as we can either use electronic voting or call an emergency meeting if approvals are timely, we do not need alternates.
      4. As long as we represent all schools and colleges, we should be consistent with other faculty oversight boards. Deans suggests that we look at faculty who have just been tenured and invite select ones onto the Board. At the point when they are just tenured, the timing could be right for them to be ready to serve on the Board.
      5. We want terms, so that members can choose if they want to continue to serve.
   2. Coming soon – set of 1820 courses related to innovation and creativity
      1. There has been a push through the Werth Institute to get students into more innovation and creativity courses.
      2. The question is who should teach these type of UNIV 1820 courses. Will the Board broaden who they would approve to teach these courses? For example, there are some recent UConn undergraduate grads who are working for Travelers and are interested in teaching innovation courses.
      3. Cheng is seeing an increased interest in nontraditional instructors teaching FYE at the Stamford campus.
   3. May meeting or summer FCCOB approvers?
      1. We will need to have a few UNIV 1820 courses reviewed, which are hoped to be offered for the fall.
      2. We will use electronic voting to approve any courses. For new instructors, J. Van Heest, D. Burkey, and T. Deans are designated for summer reviews and approvals.
   4. Annual Conference on First Year Innovation – Tuesday, May 14th