

**First Year Seminar Committee
Year End Report 2005/2006**

Members:

Dr. Jose Adames
Dr. Allen Ashby
Dr. Susannah Chewning
Dr. Toby Grodner
Dr. Rosemarie Lewandowski
Prof. Joan McGowan
Prof. Wynn Phillips
Prof. June Pomann
Prof. Marjorie Barnes
Dr. John Russell
Prof. Celeste Schaffer
Mr. Peter Vida
Ms. Margaret Deng
Prof. Carol Keating
Dr. Ray Krukowsky
Prof. David Rivera
Prof. Andre DeSandies
Ms. Sharon Johnson
Prof. Marc Postiglione
Prof. Deborah Pires

Wynn made the announcement that Susannah Chewning will be acting coordinator for the remainder of the year.

John Russell gave the committee updates as to his work on the text book and time management. He raises questions of core ideas and core chapters and what they should be. He will be presenting the new text in January to new faculty and will offer some suggestions as to how the book should be used. John also mapped out connection between time management and note taking.

- Course guide needs to be rewritten. Susannah mentions that this will be done over the summer of 2006.
- A discussion of core materials and what they should be arises. Carol Keating raised the question regarding the order that chapters should be taught in.

Susannah gave her report as acting coordinator. She informed the committee that there are currently 18 sections, 313 students enrolled in UCC 101. There will be 35 sections offered in the spring and still need to staff 14 courses.

- Future plans include an orientation for January. David Thorn will be organizing a session for the mentors.

- Various projects include resources that are available for chapters 2-8 (excluding 7) in the text, they have links to activities, quizzes, vocabulary.
- Reworking chapters, possibly even changing the cover of the text is also being discussed (this will eliminate the issue of students using old copies of text). Book rep wants to attend our session to be helpful and discuss ideas and possibilities.
- Susannah also met with Dr. Smith and was approved to attend national conference in the spring. They shared ideas about improving the mentor program.
- She also discussed June Pomann's work on the skits. Eight more copies have been made and are available for use in the classroom. June handed out an addendum to chapters 2 and 3 and also provided the committee with a guide to the DVD skits.
- New webmaster is Vince Wrice. He will be creating a new webpage that will initially be attached to the faculty webpage.
- Dave Thorn is in charge of the mentors. He's looking to help develop a sense of community among the mentors, possibly a one credit course for mentors. Discussed transferability.

The issue as to whether or not faculty without a master's degree can teach a UCC 101 course was discussed. Allen Ashby informs the committee that Dr. Smith is against this. Allen continues to bring up the issue and reminds the committee of how many faculty the committee will need in the spring.

The committee had a great deal of discussion about this. Questions raised were as follows: The issue of percentage; how many faculty members without a master's degree will be teaching the course out of the 65 that we'll offer? What kinds of teaching experience will these faculty members have? Should there be a type of screening process? Are there contractual concerns?

The generic syllabus was discussed. Susannah Chewing reviewed the grid, outcomes and assessment. She was congratulated on her hard work. No questions or concerns were raised.

Wynn Phillips then raised the issue as to whether or not an online version of the course should be offered. While Dr. Smith is in favor of this some committee members expressed concerns. Bohdan Lukaszewsky created an online skeleton for UCC 101 and feels that anything that can be done in the classroom can also be done online. Susannah expresses concerns about a lack of computer skills. Marjorie Barnes expressed concerns over student's lack of discipline and skills. She also states that it would be unfair to mandate that UCC 101 students take a prerequisite computer course. Allen Ashby expressed concerns because he sees UCC 101 as far more than just a content course. He suggests that when we offer the online course we do so with a sense of control. He also recommends that Bohdan has an online course laid out for fall 2006 by our next meeting. He will teach a course in the classroom in the spring.

Wynn then raised the question as to whether or not there are issues with mandating the course in the spring. Susannah reported on information that she received from Peter Vida that one fifth of our students lack a major (which UCC 101 helps students declare). Allen feels that these figures are incorrect.

The issue of offering an introduction to online courses was raised. Wynn suggests that we include it in our course structure in order to get students comfortable with distance education. The issue will be addressed at our next meeting. It was suggested that the committee take a look at core requirements for a sense of uniformity for all those that teach the course.

Below are the current core requirements:

1. The five core chapters in the text book must be read, covered and taught in all sections.
 1. Time Management
 2. Strategies for Listening and Note Taking
 3. Strategies for Improving Reading
 4. Strategies for Remembering and Test Taking
 5. Setting Career Goals and Preparing for Next Semester
2. The common final exam will be given to every student in every class.
3. Every class will be taken to the library at least once.
4. Information literacy and library use needs to be integrated into real experiences that are a part of the course, perhaps in the area of selecting careers.
5. Every class will be taken to the ALC and its use will be encouraged with specific exercises that will be developed.
6. By the end of the semester every student will have been encouraged to declare a major and every student will have explored in some detail a career they think they might like to pursue.
7. Every student will make a verbal presentation to the class at some point during the semester.
8. Every student will use the Internet at some point during the course.
9. Every student will have an e-mail address and every faculty member will set up a distribution list for their class and use e-mail to communicate with the students.
10. Writing will be done in every UCC 101 class and Dr. Lewandowski will create a list of the kinds of writing choices available to the faculty to utilize.
11. Early in the semester every student will learn every other student's name in the class.
12. Finally, it was affirmed that the classes themselves are meant to be seminars with an emphasis on class discussion.

Wynn raised the question as to whether or not there were faculty handbook and course outline concerns. Susannah, again, reassures the committee that this will be redone this summer; possibly adding web pages and skits.

Whether or not skits should be mandatory in the future was the next issue raised by Wynn. June Pomann says her feedback has been to at least include one. Wynn stated that it tramples on academic freedom. However, Allen does state that they should be encouraged, being the money that was spent to make them and how helpful they could be. Dr. Adames suggested that highly recommended would be appropriate.

Wynn makes the suggestion to the committee that any agenda items should be emailed to Kelly Bender. Allen informs the committee that he and Wynn are looking to recruit about 70 full time faculty members.

The following items are to be discussed next month:

- What is required of faculty teaching this course?
- Core requirements for the course.

Wynn announced to the committee that the January 26, 2006 meeting is cancelled.

Issues discussed at the DCC meeting concerning UCC 101 were as follows:

- Cannot make up a full-time faculty load, unless the department chair specifically requests it along with the approval of Dr. Smith.
- If full-time faculty is assigned to a UCC 101 course, but is then needed to teach in their department, that department chair can then pull that faculty member from UCC 101. Hence, department need has the priority.
- Full-time faculty can only teach 2 UCC 101 courses (4 credits) per semester.
- Susannah Chewing will work with Allen Ashby to unify language for pre-requisites and co-requisites and then place this information in the catalog (in the beginning of all programs), on the website, and in student handbook.

John Russell extracted core ideas from chapters in the text and plans to present these materials (that were handed out in the meeting) at the UCC 101 orientation in January. Committee decided to add Chapter 1 to the core chapter list (meaning this chapter needs to be taught). He also asked for comments/suggestions to be given to him a week before the scheduled orientation in January.

Susannah gave her report as acting coordinator. She informed the committee of the following:

- That spring enrollment is going well. Only two classes are un-staffed; Friday evening and Sunday morning are still available!
- Dr. Adames and Dr. Smith have suggested that UCC 101 either add more sections or increase the number of students per class. The committee discussed the issue and some members felt that having 25 students in the class allows for greater discussion and allows students to get more involved. Other members felt that a larger class allows the students voice to get lost, and that faculty would be less likely to teach it. Committee votes to leave the issue along and asks for more time to think it over.
- Ordering 600 books for spring.
- Having technical speaker come and teach about using technology in the classroom. This guest is being sponsored by the English Department; all UCC 101 faculty will be invited. Guest is scheduled for February 8, 2006.
- Looking to hold a workshop, open to all those tow year colleges who teach this course, on how to teach this course. Scheduled for some time in June.

New Business:

- It was proposed to have an official department liaison for all UCC 101 students to contact when doing their career project. This information could be put on a website.

- The committee discussed what is required of faculty teaching this course. The issue was raised as to whether or not UCC 101 demands too much of faculty? Compensation for attendance of a workshop and/or orientation? How to frame this issue of attendance? Committee decided that the orientation is required for new faculty and faculty are invited to workshops.

Below are the current core requirements: (change in bold print 11/30/05)

1. The **six** core chapters in the text book must be read, covered and taught in all sections.
 1. **Self-evaluation**
 2. Time Management
 3. Strategies for Listening and Note Taking
 4. Strategies for Improving Reading
 5. Strategies for Remembering and Test Taking
 6. Setting Career Goals and Preparing for Next Semester
2. The common final exam will be given to every student in every class.
3. Every class will be taken to the library at least **twice**.
4. Information literacy and library use needs to be integrated into real experiences that are a part of the course, perhaps in the area of selecting careers.
5. Every class will be taken to the ALC and its use will be encouraged.
6. By the end of the semester every student will have been encouraged to declare a major and every student will have explored in some detail a career they think they might like to pursue.
7. Every student will make a verbal presentation to the class at some point during the semester.
8. Every student will use the internet at some point during the course.
9. Every student will have an e-mail address and every faculty member will set up a distribution list for their class and use e-mail to communicate with the students.
10. Writing will be done in every UCC 101 **course** and the **coordinator** will create a list of the kinds of writing choices available for the faculty to utilize.
11. Early in the semester every students will learn every other students' name in the class.
12. The classes are meant to be seminars with an emphasis on class discussion.

June Pomann requested feedback from those who are using the video skits.

Wynn addressed the issue of reinforcing faculty to take on all of their students and act as their academic advisor. What would help this task is to include giving all students necessary information so they can create their own schedules.

Susannah gave her report as acting coordinator. She informed the committee of the following upcoming events, new ideas, and information learned at the FYS Conference she and June Pomann attended:

- Chapter order to book publisher has been revised to remove chapter 10, and an April 15th deadline was suggested for all changes and suggestions to the text. The new library chapter will include CWID changes.

- Incorporate the college novel into the classroom (for discussion) and ask students to participate in college novel events as a way to create a community in UCC 101.
- Recruitment update for the fall - packets of helpful and required materials will be put together and distributed to all interested faculty.
- Discussion was had as to who this class is designed for. Do we allow students to take this course in order to be full time and/or receive financial aid?
- Trying to incorporate a mandatory UCC 101 orientation (tentatively scheduled for Monday, August 28th) that would include logging on to computer, creating CWID account, possible library cards, coupon for the college novel, meeting some faculty, small group activities...
- F.I.G.S. – First Year Interest Groups – where mentors generate ideas and groups (they will be paid). The intent is to connect with students. Scheduled to possibly meet for the first time at UCC 101 orientation.
- Possibly reaching out to mentors and offering them the opportunity to attend an Honors Program independent study. In addition, the new requirements for all mentors are a 3.0 GPA and must be beyond developmental courses.
- The issue of a student planner was discussed, and whether or not it should be mandatory for the students to purchase it, it would include the UCC Student Handbook. Committee agreed to make the fall of 2006 a trial period for the planners.
- Creating a student survey to gather information from the students, i.e. whether or not an instructor is using the text, what chapters they felt were most valuable.
- New requirement (tacked on to the requirement that they purchase the book) being the use of CSFI.

Wynn addressed the issue of programs needing accessibility. What will be announced at the faculty meeting is that UCC 101 will be put in the catalog at the top of each program, listed as a course under first semester, first year, as required. An asterisk next to the course name will list all exemptions.

Wynn also announced that Dr. Brown will be happy to attend the UCC 101 orientation to address students.

Susannah gave her report as acting coordinator. She informed the committee of the following information:

- 21 mentors are still in classrooms. Coverage of UCC 101 is needed. Dr. Smith has cut the number of classes running and increased the size of the classes.
- Susannah will work with counseling to keep track of UF, WF, and F students who need to retake the course.
- Core requirements were discussed, as were “recommended requirements” with some amendments made.

- Summer – 4 sections are being offered.
- Fall – Meeting with the orientation committee meeting tomorrow, April 27th to discuss matters of the orientation (length, set up, information included) that will be held on August 29th.
- Text book and new material will arrive no later than August 28th.
- Recruitment of faculty is going well, 15 courses left to staff.
- Issue of a lack of computer labs on Plainfield campus was discussed.
- Mentor information sessions to be held on May 22nd from 10-12pm, and 2-4pm to help recruit possible new mentors. Tentative faculty orientation scheduled for September 5th.
- Course/DVD/textbook guide will be put together into one guide in the faculty handbook.
- The committee discussed Rosemarie's tentative return to the committee and possibilities.

The meeting dates and times are scheduled for 2006/2007 are as follows:

1:30-2:30pm
September 27th
October 25
November 29
January 31
February 28
March 28
April 25

Members (both current and prospective) are to email Bohdan Lukaschewsky to be put on the committee.

Respectfully submitted,
Kelly Bender