**FYE 2013-2014 Summary**

FYE Committee Members: Korey, Christopher A (KoreyC@cofc.edu), Director, Biology
Flynn, Susan (flynns@cofc.edu), Chair & Secretary, TEDU
Alwine, Andrew T (alwineat@cofc.edu), Classics
Delfeld, Helen J (DelfeldH@cofc.edu), Political Science
Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance
Neufeld, Jonathan A (neufeldja@cofc.edu), Philosophy
Beres, Kathleen (RogersKB@cofc.edu), English

**Summary of Minutes**

**FYE Faculty Advisory Committee Meeting Minutes**
Date of Meeting: Thursday, September 5th, 2013 @ 8:00-9:00 a.m.
Place: New Student Programs Conference Room

Committee Members in attendance
- Korey, Christopher A (KoreyC@cofc.edu), Director, Biology
- Flynn, Susan (flynns@cofc.edu), Chair, TEDU
- Alwine, Andrew T (alwineat@cofc.edu), Classics
- Delfeld, Helen J (DelfeldH@cofc.edu), Political Science
- Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance
- Neufeld, Jonathan A (neufeldja@cofc.edu), Philosophy
- Riggs-Gelasco, Pamela Jo (GelascoP@cofc.edu), Chemistry & Biochemistry
- Rogers, Kathleen Beres (RogersKB@cofc.edu), English

Also in attendance:
- Buchheit, Thomas J (BuchheitT@cofc.edu), Academic Advising
- Keller, Page (KellerP@cofc.edu), Center for Excellence in Peer Education
- Miley, Melinda (MileyM@cofc.edu), New Student Programs
- Smith, Kay H (SmithKH@cofc.edu), Academic Experience

Agenda Items are listed below with points discussed at the meeting
1. Welcome and Introductions
2. Summer Registration Recap: Fall with 91% of the seats filled. Only ~60 seats short in the spring as compared to ~200 last spring.

Chris reviewed the number of classes offered for fall and spring related to freshman enrollment details provided are below:
**Summer Registration Numbers:** This summer there is a significant increase in student enrollment in Fall FYE Classes. FYE coordinated closely with Academic Advising. Their efforts were immense help to the success of summer enrollment. Below is a table of enrollment by orientation session, comparing last year and this year.
Individual Course Enrollments: Enrollments into FYE courses did well for the fall. Chris made some notes about particular courses for the committees use as we explore the 2014-15 proposals. (BELOW)

For all low enrollment courses The FYE office sent emails to incoming students prior to orientations to offer pre-enrollment prior to registration. Chris also worked with Karen Hauschild (Director of Advising) in advising to push low enrollment courses in the registration sessions, which helped with some. After orientation 10, Chris began sending emails to un-enrolled FYE students to get them into courses. Overall, enrollment is much better this fall with 91% of the seats filled. Only ~60 seats short in the spring as compared to ~200 last spring.

LC 9: Are You Traveling Alone? Gender in Travel Writing

This course combines WGST and COMM. It was approved as WGST 200/COMM110 and was scheduled this way last spring.

• COMM110 was changed to COMM280 before orientations began.
• COMM wants this class to be a sophomore level course and advises freshman at orientation that way.
• The course is supposed to have 20, but we have 7. So we had to cohort the course in WGST 200 and COMM 280 to make sure the numbers went up. The faculty was okay with that and we were able to fill the rest of the open enrollment seats in both courses.
LC7: Mapping our Society: Understanding Our Cities

- This has filled in the past/POLI119/SOCY101.
- 9 empty seats.

FYSM The Good, the Bad, and the Reality of Nanoscale Science

- This Chemistry FYSM filled last spring because it was the only choice left.
- The 9 students in the fall section course are likely very interested, but we couldn’t fill it.

FYSM The Constant Welcome: An Introduction to Arab Culture

- 8 students enrolled for the fall
- May require creative naming and maybe change the description to increase enrollment

LC 23: Visions of Brazil: Language and Culture

- Typically low enrollment because Portuguese is not a popular language on campus.
- Mark del Maestro is fine with running it as long as it goes about 5—we have had conversations about it.

Other Things of Note.

- FYE originally offered two sections of a Math FYSM – Math and the Modern World. This counted as a Math/Logic Gen Ed. One section was closed after session 7 and moved the 3 students in that section to the other section. Providing 15 students in the one section. Not recommended to offer two sections of that course.
- Two sections of a JWST FYSM, Understanding Israel was offered which usually is popular. 13 and 11 students enrolled in each section. Suggested this course be offered as a single section.

The Committee discussed the possibility of trying to get all students enrolled in their FYE class in the fall but made it clear that the college will still need courses for each Spring, specifically for failing students and student athletes.

3. Spring Course Proposals
   Review of three course proposals
   a. First Year Seminar Title: Religion, Food, and Food Ethics
      RELIGIOUS STUDIES
      Faculty Member: Dr. Todd LeVasseur
      Approved
   b. First Year Seminar Title: Crossing Borders-People and Places in the Era of Globalization
      INTERNATIONAL STUDIES
      Faculty Member: Dr. Malte Pehl
      Approved
      *With clarification about assignments, specifically writing assignments
   c. First Year Seminar Title: Post-Conflict: Memory, Justice, Reconciliation
JEWSH STUDIES

Approved with a few changes

Faculty Member: David Slucki (New Visiting Professor)

- David Slucki will meet with C. Korey for training and for help with Learning Outcomes for his class.
- Committee suggested a title change, possibility – Genocide
- Also a new description and fewer books for the class.

All spring 2014 classes will have a Veteran Peer Facilitator

4. General Education Approval Process Update
   - Future meetings, the committee will address the possibilities of General Education credit for some FYE classes. Chris and Kay will be attending the General Education Committee meeting and report back to the FYE Committee.
   - Beatriz Maldonado, suggested the FYE proposal forms include a section to indicate if the course is already preapproved as a General Education Humanities Course and if so, provide the learning outcome and the signature assignment on the FYE proposal form. The Department Chair will then sign off on the general education requirement. Chris will discuss this with the General Education committee.
   - Special Topics FYE courses need to be evaluated for General Education credit. Two suggestions were made:
     - General Education Committee would review the FYE courses and decide if the course qualifies and report back to FYE.
     - The FYE committee could assess the courses and make the decision if it qualifies and report back to the General Education Committee.

5. Syllabus Insert Standardization
   - Chris recommended the committee develop a standardized insert for the syllabus regarding the FYE Learning Outcomes to meet SAC’s requirements. The document would be posted on the FYE webpage for faculty to have access for their syllabus.

6. Proposal Review Dates (2nd to 4th week of October)
   - The committee’s next task will be to review new proposals for the Fall 2014 semester.
   - All previously approved proposals will automatically be approved for the fall ’14 and spring ’15.
   - DUE DATE for Fall proposals is October 1st.
   - Proposals received will be sent to the committee via email for review before the next meeting.
   - Flynn will create a table for the new proposals for the committee to use as they review the proposals.

Next meetings will be:
Thursday October 17th and October 31st @ 8:00 a.m. in New Student Programs Conference Room
New Student Programs

1. Review and approve September meeting minutes

2. Update on possibility of having to renumber all the FYSMs and create a new 4 letter acronym.

3. Review first round of new proposals (prior to meeting committee members will read)

**FYE Faculty Committee Meeting Minutes**

Date of Meeting: Thursday, October 17, 2013 @ 8:00-9:00 a.m.
Place: New Student Programs Conference Room

Committee Members in attendance
Korey, Christopher A (KoreyC@cofc.edu), Director, Biology
Flynn, Susan (flynns@cofc.edu), Chair, TEDU
Alwine, Andrew T (alwineat@cofc.edu), Classics
Delfeld, Helen J (DelfeldH@cofc.edu) Political Science
Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance
Neufeld, Jonathan A (neufeldja@cofc.edu), Philosophy
Rogers, Kathleen Beres (RogersKB@cofc.edu), English

Also in attendance:

Buchheit, Thomas J (BuchheitT@cofc.edu), Academic Advising
Keller, Page (KellerP@cofc.edu), Center for Excellence in Peer Education

Minutes:

1. Approval of minutes from September meeting.

2. Chris updated the committee on the possibility of having to re-number all the FYSMs and create a new 4-letter acronym. To be discussed at a future meeting.

3. Committee reviewed the first round of new proposals and made a few recommendations. Chris will follow up with the professors to clarify assignments and course objectives.

4. Page Keller shared the course content for the peer facilitators and agreed to send a list of the general topics discussed in FYE seminars to the committee before the next meeting. The spring FYE seminars topics will be adjusted.

Next Meeting, October 31, 2013 @ 8:00 a.m.
FYE Faculty Advisory Committee Meeting Agenda  
Date: October 31, 2013  Time: 8:00 – 9:00 a.m.  
Place: New Student Programs Conference Room  
FYE Committee Members: Agenda Items  
1. Approval of Minutes  
2. Review of Round Two FYE Proposals  
3. Review of Study Abroad courses for spring break (1 credit)  

FYE Faculty Committee Meeting Minutes  

Date of Meeting: Thursday, October 31, 2013 @ 8:00-9:00 a.m.  
Place: New Student Programs Conference Room  
Committee Members in attendance  
Korey, Christopher A (KoreyC@cofc.edu), Director, Biology! Flynn, Susan (flynns@cofc.edu), Chair, TEDU! Alwine, Andrew T (alwineat@cofc.edu), Classics Delfeld, Helen J (DelfeldH@cofc.edu), Political Science Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance Beres, Kathleen (RogersKB@cofc.edu), English  
Also in attendance: Buchheit, Thomas J (BuchheitT@cofc.edu), Academic Advising!  
Smith, Kay (smithkh@cofc.edu), Academic Experience  
Minutes:  
1. Approval of minutes from October 17th meeting!  
2. Chris updated the committee on the number of Fall and Spring courses.  
   • Fall courses have seats for 1376 freshman  
   • Spring courses have 1338 seats but more may be needed  
3. Committee reviewed the second round of new proposals for FYSM and Learning Community course proposals and made a few recommendations. Chris will follow up with the professors to clarify assignments, course objectives and concerns regarding community outreach projects.  
4. The committee received proposals for Study Abroad courses for spring break (1 credit) and will review the material for the next meeting.  
5. Chris will send via email the third round of proposals and the updated material requested from the round two proposals.  
6. The next meeting will be Thursday November 14th at 8:00 a.m.
FYE Faculty Committee Meeting Minutes

Date of Meeting: Thursday, November 14, 2013 @ 8:00-9:00 a.m.

Place: New Student Programs Conference Room

Committee Members in attendance

Korey, Christopher A (KoreyC@cofc.edu), Director, Biology
Flynn, Susan (flynns@cofc.edu), Chair, TEDU
Alwine, Andrew T (alwineat@cofc.edu), Classics
Delfeld, Helen J (DelfeldH@cofc.edu), Political Science
Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance
Neufeld, Jonathan A (neufeldja@cofc.edu), Philosophy

Minutes:

1. Minutes were approved from last meeting (10-31-13)

2. Flynn provided table 3, listing all courses for the committee to review in advance. Committee members who were unable to attend the meeting sent their feedback about the courses, assignments and learning objectives.

3. New courses were discussed and approved

4. Updated Information received from previous course proposals (round one and two proposals) were reviewed and approved

5. Discussed possible spring semester meeting times, a doodle will be sent out once Chris sends his available times to Flynn.

Next Semester Meetings TBA for January 2014

FYE Faculty Advisory Committee Meeting Minutes

Date of Meeting: Thursday, January 16, 2014 @ 11:00 a.m.-12:00 p.m.
Place: New Student Programs Conference Room

Committee Members in attendance

✓ Korey, Christopher A (KoreyC@cofc.edu), Director, Biology
✓ Flynn, Susan (flynns@cofc.edu), Chair, TEDU
✓ Alwine, Andrew T (alwineat@cofc.edu), Classics
✓ Delfeld, Helen J (DelfeldH@cofc.edu) Political Science
✓ Maldonado, Beatriz A (maldonadobirdba@cofc.edu), Economics & Finance
✓ Neufeld, Jonathan A (neufeldja@cofc.edu), Philosophy
✓ Riggs-Gelasco, Pamela Jo (GelascoP@cofc.edu), Chemistry & Biochemistry
✓ Rogers, Kathleen Beres (RogersKB@cofc.edu), English
Agenda Items are listed below:

- December committee minutes were approved

- Updating the New Course Proposal Form
  The committee reviewed the two previously used First-Year Seminar proposal form and the Learning Community proposal form.
  Changes were made to make the proposal more specific regarding examples of signature assignments to match the learning outcomes were made.
  New proposal forms will be sent to the committee before the next meeting for final review.

- Next committee meeting is Thursday January 30, 2014 at New Student Programs. (Changed due to weather)
  Meeting Agenda
  o FYE Semester Goals
  o FYE and General Education

Next meetings will be:
**Thursday** January 30, 2014 @ 11:00 a.m. in New Student Programs Conference Room

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**FYE Faculty Advisory Committee Agenda**

**Date of Meeting:** Thursday, February 6, 2014 @ 11:00 a.m.-12:00 p.m.

**Place:** New Student Programs Conference Room

**Committee Members in attendance**
- Korey, Christopher A ([KoreyC@cofc.edu](mailto:KoreyC@cofc.edu)), Director, Biology
- Flynn, Susan ([flynns@cofc.edu](mailto:flynns@cofc.edu)), Chair, TEDU
- Alwine, Andrew T ([alwineat@cofc.edu](mailto:alwineat@cofc.edu)), Classics
- Maldonado, Beatriz A ([maldonadobirdba@cofc.edu](mailto:maldonadobirdba@cofc.edu)), Economics & Finance
- Neufeld, Jonathan A ([neufeldja@cofc.edu](mailto:neufeldja@cofc.edu)), Philosophy
- Riggs-Gelasco, Pamela Jo ([GelascoP@cofc.edu](mailto:GelascoP@cofc.edu)), Chemistry & Biochemistry
- Rogers, Kathleen Beres ([RogersKB@cofc.edu](mailto:RogersKB@cofc.edu)), English

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Agenda Items are listed below:

- January committee minutes approval

- Prior to the meeting Committee members read materials received from C. Korey for review at today's meeting

- Discuss Procedures in updating FYE considered for Gen Ed credit
• FYE Committee and Curricular decisions regarding FYE

**FYE Faculty Committee Meeting Minutes**

**Date of Meeting:** Thursday, February 20, 2014 @ 11:00 a.m. -12:00 p.m.

**Place:** New Student Programs Conference Room

**Committee Members in attendance**

- Korey, Christopher A ([KoreyC@cofc.edu](mailto:KoreyC@cofc.edu)), Director, Biology
- Alwine, Andrew T ([alwineat@cofc.edu](mailto:alwineat@cofc.edu)), Classics
- Delfeld, Helen J ([DelfeldH@cofc.edu](mailto:DelfeldH@cofc.edu)), Political Science
- Maldonado, Beatriz A ([maldonadobirdba@cofc.edu](mailto:maldonadobirdba@cofc.edu)), Economics & Finance
- Riggs-Gelasco, Pamela Jo ([GelascoP@cofc.edu](mailto:GelascoP@cofc.edu)), Chemistry & Biochemistry

**Committee Members voting by proxy**

- Neufeld, Jonathan A ([neufeldja@cofc.edu](mailto:neufeldja@cofc.edu)), Philosophy

**Also in attendance**

- Buchheit, Thomas J ([BuchheitT@cofc.edu](mailto:BuchheitT@cofc.edu)), Academic Advising
- Smith, Kay ([smithkh@cofc.edu](mailto:smithkh@cofc.edu)), Academic Experience

**Minutes**

- Approval of previous minutes (2/6/14) tabled for future vote
- MSP to adopt “Option 1” from the proposed FYE assessment options (reproduced below) pending further discussion of the precise acronym and of the inclusion of “interdisciplinary” as a fundamental aspect of First Year Seminars.

  **FYSM Courses are all listed as Interdisciplinary Seminars**

  **Plan:** Starting in 2014-15 all First Year Seminar courses would fulfill the General Education requirement of the First Year Experience. The interdisciplinary nature and rigor of the FYSMs would continue to be evaluated by the FYE Faculty Advisory Committee.

  **Assessment:** The Director of the First Year Experience in conjunction with the FYE Faculty Advisory Committee will continue to over see the assessment of the program and its three major learning objectives. This assessment program will be aligned with the overall assessment of campus programs.

  **Course Numbering:** A new acronym will be employed to dedicate one number to each Department for workload reporting. Possibility: FYSI – First Year Seminar Interdisciplinary

- Chris Korey will create a document explaining the rationale for the committee’s decision to report to the Curriculum Committee by the deadline of 2/21/14.

  **Email follow up from Chris Korey**

  Hello FYE Committee,

  Thanks for your discussion on this subject over the past several weeks. I have tried to capture our discussion points in the rationale section of the FCC course form. I think this is probably the best place to outline the committee’s discussion and reasoning. Let me know if I have misrepresented anything
from our main points below. It will appear in front of the curriculum committee the week after spring break and then in front of the Senate a short time after that. We’ll have a follow-up meeting to discuss the Senate talking points before that time. I have not included the work “interdisciplinary” in the document since our discussion suggested that this would be a shift in the program and would require further thought. I will work with the Registrar to discuss acronym possibilities for the FYSMs and the FYES. I have pasted the rationale section below-let me know if you would like me to make changes. Thanks for your help with this.

Since its inception the First Year Experience has allowed FYSMs, if appropriate, to apply for approval for fulfillment of another General Education distribution requirement in addition to the FYE requirement. The initial rationale was that this would ensure the rigor of the new FYSM courses and incentivize the offering of these courses in the Departments as the new requirement was rolled out between 2007 and 2011. As the program has matured a variety of factors has led the Faculty FYE Advisory Committee to reconsider this policy. The committee in consultation with the Director of FYE has moved to no longer allow FYSM courses to be certified by the General Education committee for fulfillment of additional distribution requirements. This will not change the content of our courses, overall aims of the program, or the course description. It is only a change to the acronym and numbering system. There are several reasons for this decision:

1. It has become clear that the rigor of FYSM courses is not dependent on double counting within the distribution requirements. The Faculty FYE Committee’s charge is to approve and ensure the rigor of all FYSM courses. This has been accomplished for all FYSM regardless of their General Education status and will continue to be accomplished by this committee.
2. The First Year Experience student learning outcomes and goals are different from those of the General Education distribution requirements. As it matures, the FYE program is developing program assessment that is directly tied to the scholarship of teaching and learning of First Year students. The goal is to provide information about how students are transitioning to college level work and learning in our program while also allowing an opportunity for faculty who participate in the program to think more deeply about their teaching. The General Education assessment program as it currently exists does not align with FYE program goals and it is a burden that would distract the program and its faculty.
3. The existence of a pool of FYSM courses in which some courses count only for FYE while others allow double dipping with other distribution requirements creates a two-tiered system within these courses. FYSMs that do not also fulfill another distribution requirement are at a competitive disadvantage and are more difficult to fill. We have had to cancel some course offerings because of this issue. This proposal would eliminate that problem.
4. In the beginning, a numbering system was developed to allow all courses to be tracked back to the offering department as well as code for possible fulfillment of other distribution requirements. As the program has matured, it has become clear that the current numbering system is flawed and is not adapting to changes on campus such as the decoupling of the humanities courses from traditional humanities disciplines. After extensive conversations and working group meetings with the Registrars Office we have determined that the underlying software is not flexible enough to account for all of the possible iterations of courses, departments, and distribution requirements. A single number for each department is cleaner ensuring workload reporting back to the departments while also ensuring the correct representation of course credit in DegreeWorks.