

1 **First Year Seminar Committee**

2 The First Year Seminar Committee (FYSC), a University Standing Committee, will be
3 responsible for the management of the First Year Seminar (FYS) including, but not limited
4 to, assessment and curriculum review and development.
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6 Initiation Date. March 2020
7

8 Purpose. To direct and maintain the First Year seminar general education requirement and
9 to review and recommend policies and regulations to the Faculty Senate and other
10 stakeholders pertaining to the First Year seminar curriculum for the purpose of initiating
11 improvements and maintaining high academic quality.
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13 **Membership**

14 Non-Voting

15 Associate Vice President of Undergraduate Education and Student Success (ex
16 officio)
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18 The Registrar (his or her designee) (ex officio)

19 Director of Assessment (ex officio)

20 Director of Retention and Academic Advising (ex officio)

21 Consultants as needed from, but not limited to, the following areas (ex officio):
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- 23 • Faculty members with specific expertise in disciplines reflected in the
- 24 FYS curriculum
- 25 • Representatives from Housing
- 26 • Representatives from Student Affairs, including the Dean of Students
- 27 • Representatives from the Career Services
- 28 • Representatives from Instructional and Information Technology
- 29 • Representatives from Staff Congress
- 30 • Representatives from Counseling and Health Services
- 31 • Representatives from Financial Aid
- 32 • Representatives from Enrollment Services
- 33 • Advisors from various colleges
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35 Voting

36 Faculty (7)

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- 38 • One faculty member from the Department of English or a full-time faculty person
- 39 with experience or expertise in literacy instruction
- 40 • One faculty member from the College of Education
- 41 • One Faculty Senator. The Faculty Senator will serve as FYS liaison to the Faculty
- 42 Senate.

- 43 • The faculty co-chair of the General Education Council (GEC). The GEC faculty co-
- 44 chair will serve as the GEC liaison
- 45 • One at-large faculty member with experience teaching FYS
- 46 • One at-large faculty person from Standing I or instructor ranks. If available, priority
- 47 should be given to the appointment of a full-time instructor who is willing to serve
- 48 • One professional librarian

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50 Chair (1)

- 51 • Department chair or an equivalent

52 Staff (3)

- 53 • Director of First Year Programs
- 54 • Two fractionalized staff persons with experience teaching FYS

55 Student (1)

- 56 • A student who has successfully completed FYS within the last 4 semesters. If
- 57 available, priority should be given to the appointment of a former or acting peer
- 58 coach.

59 **Membership Rules**

- 60 1. Each department chair, faculty, and staff member, with the exception of the Director
- 61 of First Year Programs, will serve three-year offset terms.
- 62 2. The student representative will serve a one-year term.
- 63 3. Consultants from any of the areas listed shall not be considered permanent
- 64 members of the FYSC. Their service shall be limited to the period during which their
- 65 expertise is required. If the service of these consultants is deemed necessary by the
- 66 FYSC for an extended period (more than one academic year), the officers of the FYSC
- 67 must petition the Faculty Senate for a revision of the Committee description to
- 68 include an additional position.

69 **Membership Selection Process**

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71 All faculty members on this committee will be approved by majority vote of the Faculty
72 Senate. In the event the Senate rejects a candidate, the Chair-Elect of the Senate may
73 nominate another candidate for the position who qualifies according to the membership
74 criteria. Every effort should be made to represent all colleges in the population of the
75 Committee.

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77 Department chairs or their equivalents will be selected by the University's Chairs Council.

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79 The approval process for all members will be completed in the Spring semester for
80 appointment in the following Fall semester.

81 The appointment of consultants to the FYSC shall be left to the voting membership of the
82 Committee, up to one year of service.

83 **Duties and Responsibilities**

- 84 • To examine and evaluate continually the First Year Seminar curriculum and propose
85 improvements and other necessary revisions
- 86 • To monitor assessment practices for the course as a whole and review assessment
87 results from all FYS sections
- 88 • To review annually the performance of all current faculty and fractionalized staff
89 teaching FYS
- 90 • To develop and deliver training to FYS instructors in the teaching of the course

91

92 **Officers**

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94 The FYSC will be co-chaired by the Associate Provost for Undergraduate Education &
95 Student Success and a highly qualified faculty member from the faculty ranks on the
96 Committee (excluding the department chair and the co-chair of the General Education
97 Council) to be selected by the voting members of FYSC. The faculty co-chair will not vote on
98 matters before the Council except to break ties. A replacement member will be selected
99 from whichever constituency the faculty co-chair was originally selected to represent to
100 ensure consistent representation across the University.

101

102 The administrative co-chair and the faculty co-chair shall meet at the beginning of fall
103 semester to outline the long-term FYSC agenda for the following academic year, including
104 the meeting schedule, and at the beginning of spring semester to adjust FYSC priorities (as
105 needed). Further, the co-chairs shall meet frequently throughout the academic year to
106 establish the agenda of each meeting, to be distributed to FYSC members no later than one
107 week prior to the meeting date.

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109 The agenda for all FYSC meetings shall be distributed in advance to faculty currently
110 teaching FYS during a given semester.

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112 If the administrative co-chair and the faculty co-chair disagree about issues to be presented
113 to the FYSC and their degree of importance on an agenda (in terms of priority and urgency),
114 then all issues in dispute shall be presented to the FYSC membership and become subject to
115 Committee ranking and approval.

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117 Frequency of Meetings. The full committee is required to meet a minimum of once per
118 semester.

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120 Reporting Channels. Recommendatory to the Provost, the General Education Council, and
121 the Faculty Senate.

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123 Minutes and Other Documents. To be filed with the University Archives in the Library,
124 Faculty Senate, Student Government Association, Staff Congress, the Registrar, Office of the

125 Associate Provost of Undergraduate Education and Student Success, and the Dean of
126 Students (Student Affairs).

127
128 Support Services. To be supplied by the Office of the Associate Provost of Undergraduate
129 Education and Student Success.

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131 **Membership**

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133 The procedure for resignation from a University Standing Committee is written notification
134 to the University Standing Committee chairperson, Faculty Senate secretary, and the faculty
135 member's Department Chair. In the absence of a University Standing Committee
136 Chairperson, the notification may be sent to the Faculty Senate secretary and the faculty
137 member's Department Chair.