

General Education First-Year Inquiry Seminar Re-Certification Process

Seminar topics will be re-certified according to the review process described below. The proposal representative is responsible for submitting the proposal to their Department and then to UCPRC for review.

Description of the certification/approval/re-approval process for FYI courses

1. For an existing course that is to retain the “FYI” label, the department offering the course must demonstrate how it meets each of the specific criteria as outlined in the approved UNIV 103 course proposal. The department will submit to the chair of UCPRC (electronically) the following re-certification documents:
 - a. A brief evaluation form (appended).
 - b. A course syllabus.
 - c. Any supporting documentation the instructor/department feels is needed to support the evaluation.
 2. The chair of UCPRC distributes the submitted documents to the FYI Sub-committee of UCPRC for review.
 3. Re-certification process:
 - a. Faculty member’s department.
 - b. UCPRC chair who sends it to the FYI Sub-committee. (Proposal representatives may be expected to meet with the FYI Sub-committee.)
 - c. The FYI Sub-committee of UCPRC reviews the proposal and makes one of three recommendations to UCPRC as listed below.
 - d. UCPRC then makes the final decision regarding the proposal.
 4. One of three actions results at each stage:
 - a. Approval of the “FYI” label for the course as presented.
 - b. Approval of the “FYI” label subject to certain amendments agreed to by the proposal representative. Such amendments shall appear at each stage as attachments to the original proposal unless they are purely editorial.
 - c. Disapproval. Reasons for disapproval must be clearly stated in writing to the proposal representative. Revised certification documents must undergo the complete certification review process.
 5. The chair of UCPRC communicates final decisions regarding each course to the proposal representative. In addition, the chair of UCPRC advises the Faculty Senate at each full Faculty Senate meeting of courses that have been approved to meet the new “FYI” requirements.
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Request for Re-Certification of First Year Inquiry Seminar

UNIV 103	
Subject and Course Number	Section Title

Proposing Department	Proposal Representative's Name	Contact Email	Campus Phone Extension

Approval/Submission Record:

	Name	Signature	Date
Proposal Representative			
Department Chair			
FYI Subcomm. Chair			
UCPRC Chair			

Please attach the course syllabus to this form. Also, feel free to copy and paste information directly from the course syllabus (syllabi) for any of the items below.

- 1) Explain how the proposed seminar encourages students to consider multiple perspectives in advancing their understanding of the importance of social, cultural, scientific, technological, and/or aesthetic problems.
- 2) Explain how this seminar will introduce and support (i) the development of critical inquiry skills and (ii) the exchange of ideas in a seminar format. Provide one or more examples of how this will be implemented.
- 3) Explain how this seminar will support the students' successful transition into college life by fostering connections between and among students, teachers, and the college community.
- 4) Provide examples of how this seminar provides intellectual richness through its assignments and assessments.
- 5) Explain how this seminar intends to strengthen students' information literacy.
- 6) Explain how this seminar will have meaningful written and oral components. Provide one or more examples of how this will be implemented.
- 7) One of the objectives of the FYI seminar is to foster an appreciation of the importance of civic engagement and promote participation in service learning activities. Explain and provide examples of how this seminar will accomplish this.
- 8) One of the objectives of the FYI seminar is to promote an understanding and appreciation of the liberal arts tradition and the General Education program at Millersville. Explain and provide examples of how this seminar will accomplish this.
- 9) Please indicate by an (x) in the appropriate column which of the following transition activities are specifically addressed through course activities or assignments.

Topic		Topic		Offices	
Note-Taking Skills		Alcohol and Other Drugs		Academic Advising	
Reading Strategies		Campus Safety Strategies		Campus Safety	
Role of Academic Advisor		Mental Health Awareness		Career Services	
Study Skills		Time Management		Financial Aid	
Test Taking Skills		Stress Management		Internships/ Coops	
The Meaning of Syllabi		Sexual Health		Learning Services	
Tutoring Services		Money Management		Peer Health Educators	