

Attachment #2

General Education First-Year Inquiry Seminar Review Process Amended (1/18/08) to include approved language from 12/4/07 Faculty Senate meeting

In April 2007, the Millersville University Faculty approved a new General Education (Gen Ed) curriculum to be implemented for the fall 2008 semester. Within the new Gen Ed curriculum, many students entering in fall 2008 and beyond will be offered the opportunity to take a specially designed first-year seminar. This three-credit seminar will count as part of the Connections and Exploration block within the 51-credit General Education requirement. Faculty members are encouraged to propose topics by submitting a proposal following the guideline herein. Seminar topics will be 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. FYI courses may be proposed by individual faculty members, departments, or other units (including non-instructional units, pending special approval of Faculty Senate for such courses).
2. For faculty who wish to convert existing UNIV 179 courses to FYI courses and for those proposing new FYI courses, the proposer must demonstrate how it meets all the specific criteria for FYI courses. Each proposal follows the standard approval procedure as listed below:
 - a. Complete a FYI course proposal form.
 - b. Provide a course syllabus.
 - c. Provide any supporting documentation the instructor/department feels is needed to support the proposal.
3. Approval process:
 - a. Faculty member's department.
 - b. UCPRC chair who sends it to the FYI Sub-committee. (Proposal representatives are 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. UCPRC then makes the final decision regarding the proposal.**
4. One of three actions results at each stage:
 - a. Approval of the FYI course as presented.
 - b. Approval of the FYI course 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.

Re-Certification Processes for First Year Inquiry (FYI) Courses

First Year Inquiry (FYI) courses will be reviewed by UCPRC every five (5) years to recertify that each course continues to meet the standards of the FYI course. The five (5) year recertification process is based on the date of approval of the FYI course. The recertification process is conducted during the fall semester to facilitate scheduling and programmatic publication. The re-approval process is the same as the initial approval process.

Each August, the Coordinator of the First Year Experience program, assisted by the Office of the Associate Provost for Academic Administration, contacts each department in which an FYI course is to undergo the five (5) year review and alerts them to the need to complete the certification process for those courses. The letter is sent to the Department Chair and provides instructions for the process (where to find the forms, etc.), a list of the courses, and the timeline for the process.

Request for Approval for First Year Inquiry Seminar

UNIV 103	First-Year Inquiry Seminar:
Subject and Course Number	Topic

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.