

1. This re-authorizes CUSP, with a change of name and revisions in its operations. This document draws on the 2013-14 CUSP Review and subsequent discussions in the GFO EC and with administrative colleagues. CUSP (FYPP) will continue operating in its present form through the 2015-16 academic year, with the substantive changes described below coming into effect in Fall 2016. This document also describes essential coordination between Faculty and VCAA.

2. CUSP is currently directed by the Assistant Vice Chancellor for Academic Achievement and CUSP. With appropriate adjustments in naming, the holder of the position will direct FYPP and will be referred to as “FYPP Director” below.

3. Name changes: CUSP will change to “First Year and Pre-Major Program” (FYPP) and FOCUS will change to “Academic Oversight Council” (AOC).<sup>1</sup> The change to FYPP was approved by Academic Council May 28 2015, and will be phased in at administrative discretion. (The FYPP change was approved by FOCUS in 2014 and referred to the EC, but put on hold pending the substantive revisions that we are now approving.)

#### 4. Principles and Mission

FYPP will :

- Promote student success in the first year with high-quality, dedicated introductory teaching in key areas. Central to this is supporting student diversity, including first-generation and international students, with strong teaching of academic fundamentals and appropriate support.
- Support student transition to majors, with an eye to keeping open as much as possible the choice of majors; as part of that effort avoid building new silos that impede our students' progress toward graduation.

In support of this mission, The AOC will provide faculty governance in these areas:

- Personnel (mentoring, review, support for faculty development), including supporting the work of colleagues teaching in FYPP, especially those who mainly or exclusively teach FYPP courses.
- Curricular oversight (content of curriculum plus success in its delivery, which includes a role in assessment of student learning)
- Admissions: consult on admission standards and processes to achieve an appropriate balance between student opportunity and academic rigor.

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<sup>1</sup> Pending inspiration, we may find a better term for the AOC, or designate it the “First Year and Pre-Major Program Academic Oversight Council” (FYPPAOC) lest there be any confusion about what it oversees.

5. Curriculum: FYPP will start with this curricular focus:

- The three-course Discovery Core sequence
- Composition
- Introductory Mathematics (Algebra and pre-calculus, up to and including an introductory Calculus for Life and Social Sciences)
- Foreign Languages

On the recommendation of the AOC and with GFO EC approval, categories of courses may be added or subtracted. FYPP's role is a platform for certain elements of our shared curriculum important for student success; elements that may shift as UWB grows and changes.

6. AOC Membership:

Voting faculty members:

- Two faculty appointed by the VCAA for their expertise in core curricular areas
- Three faculty elected at large, qualified by two of these three criteria:
  - Senior or Principal Lecturer or Associate or Full Professor
  - Three years experience in faculty governance
  - CUSP/FYPP teaching experience

Ex officio members: representatives from the Library, Advising staff, and Teaching and Learning Center. Ex officio membership may change based on consultation with the AOC and FYPP Director.

If it is necessary to obtain qualified colleagues, course releases will be allocated to AOC faculty members. The guiding principle is that the AOC should contain the necessary knowledge to carry out curricular and personnel work in the areas of FYPP teaching.

7. AOC Curricular responsibilities: The AOC plays the same curricular oversight role as faculty in any unit. All course proposals and course change proposals will go through the AOC, or a designated committee of the AOC, before submission to the CCASC or equivalent. The AOC will retain its current role of approving applications to teach Discovery Core classes.

8. AOC Personnel responsibilities: Given that FYPP cannot appoint faculty, *shared faculty governance* with the units in which FYPP faculty are appointed is a key AOC responsibility.

Faculty teaching FYPP courses will receive the additional UWB title of "First Year Faculty Fellow" (FYFF).<sup>2</sup> The title will be accompanied by a letter from the VCAA explaining their

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<sup>2</sup> FYFF will not be an HR designation. In the normal process, the FYPP Director will compile a list of all Faculty teaching in the coming academic year by early September; letters will go out to them over the VCAA's signature before classes start in the Fall. If FYFFs are added later in the academic year, letters will go to them at that point. Practically, the FYFF designation means two things to a faculty colleague: their FYPP teaching falls under AOC review, and the VCAA will follow up in late Spring in a discussion with Deans about support for FYFFs.

institutional role. AOC will have the responsibility of supporting the work of First Year Faculty Fellows.

- **Hiring:** When new full-time colleagues are hired with the expectation that a majority of their teaching will be in FYPP courses (e.g. as specialists in composition or first-year mathematics or foreign languages), AOC will be consulted and hiring committees will take account of AOC feedback on candidates. This consultation would be written in to the committee charges, coordinated by the VCAA. Other FYPP-related hiring is in the hands of the Schools. A School may choose to delegate to the AOC authority to recommend part-time hires for FYPP teaching.
- **Onboarding:** FYFFs will be briefed on FYPP and mentoring processes, and on deadlines for submitting teaching portfolios to AOC reviews.
- **Mentoring:** AOC has the responsibility to provide mentoring support to FYFFs as needed and appropriate. The need will be greatest with faculty who teach only or mainly FYPP courses, especially faculty who are part-time lecturers. Allocation of mentoring effort will be at the discretion of the AOC. The AOC will also consult with the FYPP Director on additional support for faculty to attend workshops, retreats, and the like that have mentoring or faculty development roles. A key element of mentoring is helping colleagues interpret and respond usefully the outcomes of personnel processes, in particular the review documents described below.
- **Review:** AOC has the responsibility to review FYPP teaching. Part of this responsibility will be an allocation of review effort. As a guideline, the teaching portfolios of all FYFFs who are part-time lecturers and/or who teach *three or more FYPP courses in a given calendar year* (or equivalent teaching effort) will be reviewed *annually*<sup>3</sup> by the AOC (probably in January). The AOC will write letters of review/guidance to the FYFF and the FYPP Director. Reviews will emphasize evidence of teaching success. Schools will be asked to develop formal policies for the consideration of these letters as part of their annual personnel reviews. These policies will include a means by which negative AOC assessments can be transmitted to the Personnel Committees and/or Deans of the relevant Schools, in the event that the faculty colleague in question does not choose to submit the AOC letter to their Schools' personnel process.

9. VCAA followup: At an annual meeting, (probably in May) the VCAA and FYPP Director will meet with relevant Deans to discuss UWB's support for the work of FYFFs housed in their particular schools, and any other matters of concern to the AOC around mentoring and review. These meetings will not in any way supplant or second-guess faculty governance in the respective units with respect to personnel decisions. They will, however provide a UWB-wide view of the way FYPP teaching is supported across the campus, and an opportunity to review mentoring and support. The meeting will be summarized in a memo from the VCAA and FYPP Director to the GFO EC.

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<sup>3</sup> The idea is that, as with mentoring, review effort should be directed where it is most needed and tapered for faculty requiring less. Normally we would expect all FYFFs to be reviewed at least once every three years; AOC will have discretion on the fine grain of this policy.