

First-Year Council Minutes
Thursday, March 25, 2021 from 10:00-11:30am via Zoom

Membership of First-Year Council for 2020-2021 *(listed alphabetically)*

Rotating Members

Dr. Minor Baker, COE (member through 2024)
Dr. Stephen Berkwitz, CHPA (member through 2024)
Ms. Alexis Butler, Student Representative, Hospitality Leadership major
Ms. Sierra Chitwood, Student Representative, SAHE masters program
Ms. Crystal Dicke, LIBR (member through 2022)
Dr. Toby Dogwiler, CNAS (member through 2024)
Mr. Scott Handley, Honors College (member through 2024)
Mr. Rob Moore, Student Affairs (member through 2024)
Dr. Linda Moser, COAL (member through 2022)
Ms. Sarah Murray, CHHS (member through 2022)
Ms. Carly Pierson, COB (member through 2022)
Dr. Christi Sudbrock, COA (member through 2022)

Ex-Officio Members

Dr. Kelly Wood, Associate Provost, Student Success (standing member)
Dr. Tracey Glaessgen, Associate Director, Center for Academic Success and Transition (standing member)

Council Charge: To advise the Executive Director and Associate Director, Center for Academic Success and Transition on initiatives involving the first-year experience (FYE) at Missouri State University. These initiatives include, but are not limited to: 1) developing overarching goals for the first-year seminar course, 2) ensuring the course is designed to increase academic skill building, public affairs awareness, and campus connections, 3) evaluating the effectiveness of the first-year seminar course and recommending changes based upon assessment data, and 4) serving as a liaison with other departments/colleges/student affairs as part of a larger effort to inform and address issues involving first-year students.

Agenda

- I. Convene meeting—
 - Members in attendance: Minor Baker, Stephen Berkwitz, Crystal Dicke, Scott Handley, Rob Moore, Sarah Murray, Carly Pierson, Christi Sudbrock, Kelly Wood, Tracey Glaessgen
- II. Updates/Discussion:
 - GEP 101 Updates
 - GEP 101 Instructors
 - Approval of instructor pool
 - *Members were sent an excel file containing the list of instructor names the day before the meeting and asked to review along with the instructor application, which includes the instructor selection criteria and preferred criteria. Day of meeting, FYC approved the instructor pool.*
 - *Discussion: Tracey provided an overview as to how First-Year Programs recruits for instructors, which includes a 6-week post in Inside Missouri State, reach out to college deans, proactive advisors, First-Year Council, Faculty Senate presentation, other*

faculty/staff who have expressed interest, and previous fall semester instructor list. Tracey also reviewed the instructor selection process with FYC.

- Primary instructor workshop plus rotating 1-hour workshops
 - *Tracey shared the dates/times (April 12 from 4:00-7:00pm and April 17 from 9:00am-noon) of the primary instructor workshop along with the intention of offering multiple 1-hour workshops with rotating topics. The dates/topics are to be determined. Tracey will solicit instructor feedback for topics at April workshop.*
- Fall 2021 first-block/blended modality
 - Modify course requirements
 - *Common Reader/article collection—Kelly provided an overview of the Common Reader approach for fall 2021. With First-Year Council's recommendation to discontinue the common reader as a course requirement due to the first block time frame, Dr. Keri Franklin, Associate Provost, Public Affairs and Assessment, and Kelly agreed to encourage other courses to use the common reader. Dr. Franklin plans to offer a common reader workshop this summer to engage the university faculty.*
 - *4-year guide committee—Tracey provided an overview of the 4-year guide committee that was formed based upon FYC suggestions in previous meeting. Tracey sent an email to GEP 101 instructors to solicit volunteers. From her list of volunteers, she selected representation from both faculty and staff; new and returning instructors. This committee has met one time so far to discuss pros/cons of current assignment and has been asked to bring suggestions to the next meeting.*
 - *Blackboard course shell committee-- Tracey provided an overview of the 4-year guide committee that was formed based upon FYC suggestions in previous meeting. From her list of volunteers, she selected representation from both faculty and staff; new and returning instructors. This subcommittee had its first meeting scheduled after this FYC meeting. An update will be provided at the next meeting.*
 - *Textbook customization committee—Tracey provided a brief overview of the textbook selection/customization committee. Tracey asked Carly, who serves on the committee, to share the customization process. Carly mentioned the selection process, which included a careful review of provided textbooks along with the rubric the selection committee created. Then, Carly transitioned to discussion of the customization process, which included the addition of Missouri State resources, welcome letters from administrators, and Missouri State photos. Carly also mentioned that the customization will continue to be enhanced for Fall 2022.*

- Crystal/Tracey work on Information Literacy assignment—
Crystal and Tracey had a meeting the next day to discuss and will provide an update at the next meeting.
 - Center for Academic Success and Transition—
 - Title III grant update
 - Overview of grant and connection to SEM goals—*Kelly provided an overview of the Title III grant application process, grant goals, and discussed how the grant goals are directly connected to the Strategic Enrollment Management plan. She explained how the Title III grant involves West Plains and discussed the ways that the Springfield and West Plains are collaborating.*
 - FG college dedicated sections—*Kelly and Tracey briefly provided an overview of the tentative additional requirements listed below. Tracey will provide a list of instructors who indicated an interest to teach the FG college/college dedicated sections to the respective college deans for them to decide which instructor(s) are teaching the college related sections. Tracey will then communicate with those selected instructors what the additional requirements/stipend are.*
 - (Tentative) Additional requirements
 - FG workshops/monthly meetings
 - Second rounds of 1:1
 - Financial literacy modules
 - Second block activities
 - Academic Coach/Peer Mentors
 - Stipend (via Title III Grant) to support additional requirements
- III. Other discussion items?
 - *There were no additional discussion items*
- IV. Next meeting—TBD