THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE FACULTY SENATE

Senate Document Number SD0620F
Date of Senate Approval 11/05/2020
Statement of Faculty Senate Action:

FWDC 1: Revise (<u>SD0217F</u>) First Year Colloquium Coordinator Faculty Handbook 10.5.15

Effective Date: Immediately

Summary: This document responds to the changes in leadership assignments initiated by the Provost and to the changed terminology for First Year Seminars.

Rationale: The current handbook language needs to be updated to reflect the change in title and responsibilities for the position that used to be the First Year Colloquium Coordinator. This document also communicates a change in policy that reflects actual practice wherein the Provost selects the Director in consultation with FWDC.

Revise Document as follows:

10.5.15 First-Year Colloquium Coordinator Director of First and Second Year Academic Success

Duties:

The First-Year Colloquium Coordinator Director of First and Second Year Academic Success works collaboratively across many areas of campus to ensure a deep connection between the academic experience, the more comprehensive student experience, and student outcomes over the first two years and as students transition to UNCA. The Director strengthens the connection between academic programs in the first two years and high impact practices by raising awareness and preparing students to participate in internships, research opportunities, service learning opportunities, and global engagement; bolsters and if possible expands advising prior to major declaration; helps connect students to and prepare students for national awards and honors; and is a primary connection between the faculty and the deployment of technologies and strategies to assist in retention in the first two years.

As part of this work the First-Year Colloquium Coordinator Director of First and Second Year Academic Success assists faculty in developing First-Year Colloquia Seminars by collecting and making available information on the rationale and best practices of FYSs across disciplines, recruiting and training faculty to teach in the program, communicating university expectations, and assisting faculty in assessment of the FYSs. They collaborate with department chairs and program directors to see that a sufficient number of colloquia FYSs are offered. The First-Year

Colloquium Coordinator Director of First and Second Year Academic Success supervises the Assistant Director of Advising and collaborates with the Office of Advising to assist with matters of student retention and success. The Director of First and Second Year Academic Success serves on the Enrollment Management Group and works with EmBark, RendezBlue, Open Houses and Discovery Days to help articulate the academic experience students can expect in their first two years and to support students' successful transition to UNCA. They serve as the co-chair of the First Year Experience Advisory Committee along with the Dean of Students. Finally, the Director collaborates with IREP and CTL on faculty development (e.g., assignment exchanges, best practices in pedagogy) to facilitate discussions about student learning in FYSs.

Appointment:

The FWDC chair Provost will put out a call for applicants in the semester prior to an expected vacancy. Faculty interested in the position will send materials to the Provost FWDC chair, and the coordinator director will be selected by FWDC in consultation with the Provost in consultation with FWDC.

Term of Appointment: Three years, renewable