

FYS Proposal Guide: Updated for Fall 2024

Instructions for accessing submission form

To submit a new First Year Seminar (FYS) course proposal, or to renew an existing approved FYS course that is due to expire this year, you will use the **existing curriculum request system** (not the new one that will be launched later this academic year).

This can be found on your Portal under “My Programs” in the link “Create, view & approve curriculum requests.” If you do not see that link, you can also copy/paste this URL into a browser where you are also logged in to Portal:

https://wou.edu/include_files/iframe_apps/facultysenate/WOU-Faculty-Forms/curriculum/forms/

This will bring you to the main curriculum request system interface.

Part 1 Instructions for completing the submission form

The first several pages of the submission form ask for logistical information about your proposed FYS.

****Note: the system will automatically save your entries, and you can close the form and return to it later before submitting it. You may have an easier time interacting with the form if you start the form, then close it so it autosaves, and then reopen it again.****

Once you access the curriculum request system, choose the “New Request” tab. You will be prompted to choose the type of course; select “First Year Seminar.”

You will then be asked whether this course has been taught before. If this is a new course, select “No.” If this is a renewal course, select “Yes.” If you are not sure whether this is a renewal course, contact Leanne at merrill@wou.edu to discuss your question and we will figure out the best option.

On the next screen, you will be asked to enter your Division and Department.

On the next screen, you will be asked to select whether you have a Writing-Focused FYS (107) or a Quantitative-Focused FYS (207). You will also be asked for your course title. For more information about the distinction between these two types of courses, see the [General Education Framework, pp. 11-12.](#)

Next, you will provide preliminary availability for teaching your FYS in the next three years. *Information that you provide here is used for projected initial scheduling models; however, I will always check with individuals to update their information before yearlong schedules are created. In other words, you are not bound to what you write here; just give your best guess.*

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You will also be asked if you plan to co-teach the course. **For the purposes of this question, please select Yes only if you are planning to co-teach a single four credit course, subject to the [LOA on Team Teaching](#).** In this case, you will be asked for information about your co-teacher. Only one of you needs to submit the form in this case.

If you are interested in teaching in a Learning Community (two linked FYS courses with a single cohort of students), please choose “No” as your answer here and provide information about this desire on the following pages of the form. See the next page of this document for more details.

Part 2 Instructions for completing the submission form

This part of the form is where you will enter the information used by the General Education Committee to evaluate your FYS proposal. For new proposals, there are six questions to answer, and for renewal proposals, there are the same six questions plus two more reflection questions and a required syllabus submission.

When answering these questions, especially those concerning alignment to outcomes and sense of belonging, **please be detailed in your answers.** These are the primary content that the General Education Committee looks at to determine eligibility. If you are not sure whether you are being detailed enough, you may send a draft of your answers to Leanne at merrill@wou.edu to receive feedback. (Please allow 2 days for feedback to be delivered.)

The six shared questions are:

1. **Alignment to GELO 1 & opportunities to practice foundational skills.** Describe in detail how this course aligns to GELO 1, Foundational Skills: Put into practice different and varied forms of knowledge, inquiry, and expression that frame academic and applied learning. In particular, describe how your course will provide students opportunities to practice (e.g. with activities, assignments, readings, projects, group work) each of the following foundational skills:
 - read and analyze for interpretation and comprehension
 - find, evaluate, and use credible information
 - think innovatively, use evidence and make connections to solve problems
 - appropriately select and responsibly use technology, with a particular emphasis on systems at WOU
2. **Alignment to GELO 4.** Describe in detail how this course aligns to GELO 4, Multidisciplinary Learning: integrate knowledge, perspectives, and strategies across disciplines to answer questions and solve problems. Include examples of activities, assignments, readings, projects, or other course elements in your explanation.
3. **Alignment to Writing or Quantitative Literacy.** Describe in detail how your course will allow students to:
 - FYS 107 only: practice a variety of types of writing – OR –
 - FYS 207 only: require the use and understanding of quantitative information/evidence.

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4. **Relevance to current students:** To assist with marketing your class, why do you think this topic may be exciting for students?
5. **Classroom community and belonging:** A sense of “belonging” in college has been shown to increase student academic achievement and 1st to 2nd year retention. Please share one activity that emphasizes belonging or community-building that you will implement in your FYS. For some ideas and more about the importance of belonging and how to encourage a sense of belonging in your classroom, two resources can be found [here](#) and [here](#).
6. **Scheduling:** Please share who is responsible for submitting your course schedule.

The two questions for RENEWALS ONLY are:

1. **Reasons for teaching:** Why do you want to continue teaching this FYS topic?
2. **Learning about students:** What have you learned about supporting incoming WOU students from teaching your FYS in the past?

Also, for renewals, you will need to submit a syllabus from a previous offering of the course.

The final two questions on the form are:

- A question about special course circumstances (e.g. a lower cap or a specific population of students). Most people will not select any of the available options.
- A space for any additional comments you may have.

Please use the space for additional comments to indicate if you wish to teach a paired FYS as part of a Learning Community. For more information on Learning Communities, read the General Education Framework (linked above), refer to the email from Leanne, or attend the FYS proposal sessions this fall!

QUESTIONS? Contact Leanne at merrill@wou.edu.

FYS Proposals Due Tuesday, November 12, at 11:59pm. **Late proposals will not be accepted.**