

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: FRSH 1XX FRESHMAN SEMINAR (number to be assigned by registrar)

SUBCOMMITTEE: _____

PROPOSAL #: 99-06

PROPOSAL: New Course

Rationale: SEE ATTACHED

Action Signatures:

DR. ANNE TIBETHNEY
Submitter

Date 10-1-99

Robert Chutek
Committee Chair

Approve Disapprove _____

Date 11/21/99

J. Smith
Faculty Senate President

Approve Disapprove _____

Date 11/23/99

Rogn A. Balon
Vice Chancellor for Academic Affairs

Approve Disapprove _____

Date 11/29/99

Mike Rao
Chancellor

Approve Disapprove _____

Date 11/30/99

Course Revision Form

NEW XX DROPPED MAJOR REVISION INFORMATION ONLY

Department EDUCATION Program Area EDUCATION Date: 10-1-99

Prefix FRSH No. TBA Title FRESHMAN SEMINAR Credits 1

Required by

Selective in ALL PROGRAM AREAS

Elective in ALL PROGRAM AREAS

General Education

Lecture 1 Lecture/Lab Contact hours lecture Contact hours lab

Current Catalog Description (include all prerequisites):

Proposed Catalog Description (include all prerequisites):

SEE ATTACHED

Course Outcome Objectives:

SEE ATTACHED

New instructional resources needed (including: library materials, special equipment, and facilities).
Please note: approval does not indicate support for new faculty or additional resources.

Freshman Seminar

I. Definition of Freshmen Seminar

A freshmen seminar course is designed to provide students with an early introduction to the expectations and challenges of university life, to the procedural, geographic and academic maps of the University, and to the learning strategies and life skills necessary for success. A freshmen seminar provides opportunities for students to interact with faculty and administration as well as peers. Programming includes social events and activities designed to integrate the student into the college environment.

The Freshmen Seminar is designed to produce the following results:

- To reduce attrition and to retain those students who are academically successful.
- To increase student feelings of involvement with MSUN as measured through instruments such as the Student Satisfaction Inventory.
- To reduce the number of freshmen in academic difficulty.
- To give MSUN a better sense of student interests in academic and out-of-class programs as determined by formal needs assessments conducted within the class.
- To identify basic skills proficiencies earlier in the student's academic career.
- To familiarize students with University programs, policies, staff and faculty.

II. Rationale

A. Personal Benefits for Students

A freshmen seminar course provides many advantages to the student.

1. Students are made aware of the institution's academic programs and support service resources.
2. Students have a close association with one faculty member and a particular group of students who can be supportive.
3. Students learn successful "studenthood" skills, which increases the likelihood of greater student satisfaction and success.
4. Students learn decision making skills which allow for more informed decisions relating to course selection, majors, careers and life planning while increasing the student's understanding of personal responsibility.
5. Students reading, listening, writing, speaking and critical thinking skills are reinforced through assignments and activities.

B. Institutional Benefits

A freshmen seminar course benefits the institution in a number of ways.

1. The class has a demonstrated effect on retention rate from freshmen to sophomore years.
2. The class encourages student understanding of the purposes and benefits of a college education. Student "connectedness" to the institution is increased.

3. The class meets the perceived needs of the “new” students to higher education, i.e., those who historically would not have gone to college at all.
4. The class emphasizes the use of appropriate coping skills in place of inappropriate ones sometimes practiced by new students, i.e., and substance abuse.
5. The class is a credit-bearing course that can be used as an elective credit and is transferable to another university.

Sample Syllabus for Freshmen Seminar

Freshmen Seminar is designed to give you an early introduction to the expectations and challenges of university life; to the procedural, geographic and academic maps of the University; and to some of the learning skills you will need to successfully achieve your goals at MSUN. The course explores problems common to the first year experience in an atmosphere somewhat less formal than that of traditional courses.

Purposes of the course: The general purpose of the class is twofold: to introduce you to the University and to provide an introduction to college study skills. The specific goals of the class are:

1. To introduce you to MSUN: its policies and procedures, people, services, resources and opportunities for student development.
2. To promote your positive adjustment and assimilation into the University.
3. To promote your use of the helping resources of the University.
4. To orient you to campus buildings and other various points of interest on the campus.
5. To encourage the expression of ideas through writing.
6. To introduce you to the resources of the VandeBogart Library.
7. To create an environment that encourages the development of friendship and support groups.
8. To promote the examination of your educational and career goals.
9. To demonstrate a set of adaptive study, coping and survival skills.
10. To promote an understanding of the faculty/student relationship.
11. To promote your involvement in the academic and extracurricular life of the University.

Course Requirements:

1. An introduction to the world of careers and an assigned career exploration activity. This may include a visit to the EOC Office and/or the Career Placement
2. A tour of the VandeBogart Library and completion of a library assignment.
3. Assigned readings from selected text.
4. Exercises designed to enhance self-esteem and encourage team building.
5. Instruction in basic study skills to include: note-taking, time management, textbook reading and test taking strategies.
6. A minimum of five writing assignments.
7. An introduction to campus services and resources.
8. A requirement that each student join at least one campus group.
9. A requirement that each class member attend at least One University sponsored event.
10. An evaluation of the instructor and of the class.
11. A final exam that reflects the course content.

A minimum of eight exercises are to be completed by each student and handed in for evaluation and feedback. Five of those exercises will be required of all students. The five required exercises are:

- a. Library Assignment
- b. Policies and Procedures
- c. Time Management
- d. Interview of a Professor
- e. Course Analysis

Instructors are to design three additional exercises depending upon the nature of their group.

Action Signatures:

Submitter DR Janet Bethnewey Date 10/11/99

Department Chair [Signature]
Date 10/11/99

(Signature indicates departmental approval)

Teacher Education Council _____

Date _____

(if Teacher Education item)

Approve _____ Disapprove _____

General Education Committee _____

Date _____

(if General Education item)

Approve _____ Disapprove _____

Curriculum Committee [Signature]

Date 11/2/99

(Signature accounts for consideration of affected department concerns)

Approve Disapprove _____

Faculty Senate [Signature]

Date 11-15-99

Approve Disapprove _____

Faculty [Signature]

Date 11-22-99

Approve Disapprove _____

Vice Chancellor for Academic Affairs _____

Date _____

Approve _____ Disapprove _____

Chancellor _____

Date _____

Approve _____ Disapprove _____