**FYWP Actions and Goals 2016-2017**

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| **Project** | **Tasks** | **Timeline** | **Responsible Parties** | **Committee** |
| **PROGRAM ASSESSMENT OF COLLEGE COMP II** | --Scan & organize student portfolios for reading  --Calibrate new readers  --Complete reading  --Compile data  --Analyze data and recommend action(s)  --Write and distribute report | Reading done December 2016  Data compiled Winter 2016  Report Spring 2017 | FYW Coordinator and CCII Coordinator | Jude Miller (chair)  Readers:  Julie Malsbury  Anna Bassiri  Anthony Palma  Sevé Torres  Chris Tirri  Tara Timberman  Alexis Rivell  Christine Bryant  Bonny Chezik  Monica Keenan  Diane Gautier  Kristine Lafferty |
| **CURRICULUM (ALL COURSES)** | --Develop lists of discrete skills taught/learned in each course  --Develop and collect new assignments, esp. Writing Studies-based and social justice-themed | Draft complete January 2017  Course materials ongoing | FYW Coordinators and Support People | Amy Woodworth  Tara Timberman  Sevé Torres  Marie Flocco  Anna Bassiri  Kate Brown  Anthony Palma  Jude Miller  Chris Tirri |
| **HONORS COMP COURSE DEVELOPMENT** | Develop a new CCI themed course and a new CCII themed course | CCII Course—Curriculum Proposal Fall 2016  CCI Course—Curriculum Proposal Spring 2017 | Amy Woodworth | Andrew Davison  Gerry Williams  Tiffany DeRewal  Amy Woodworth |
| **STUDENT SUPPORT SITE—DEVELOP & LAUNCH** | Develop content and resources  Launch/start using site | Fall 2016  January 2017 | Tiffany DeRewal (web master) | Tiffany DeRewal  Ted Howell  Julie Malsbury  Doreen Fera |
| **LIBRARY/ INFORMATION LITERACY RESOURCES** | Review current “Lib Guide” for CCI and CCII on library site and make recommendations  Identify resources needed for faculty and students sites  Assign/delegate/gather new resources | Fall 2016  Fall 2016  Winter/Spring 2017 | Committee (need chair) | Celeste Del Russo  Tim Zatzariny  Mandi Dorrell |
| **PLACEMENT ESSAY--ONLINE** | Research platforms and costs, benefits/drawbacks, share with department  If move forward, develop parameters, prompt, etc. to offer online | Fall 2016  Spring 2016 | Amy Woodworth | Cindy Kopp  Amy Woodworth |

**FYWP ADDITIONAL ONGOING COMMITTEES**

| **Committee** | **Outcomes** | **Service Period** | **Responsible Parties** | **Committee Members** |
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| **Adjunct Review** | Collecting and scheduling Adjunct Observations | Fall Semester | Chair/Co-Chair Adjunct Review Committee | Kate Selfridge-Chair  Tim Donaldson-Co-Chair |
| Evaluation of adjunct portfolios | Spring Semester | Adjunct Committee Readers | 8 reader members   |  | | --- | | Diane Gautier  George Mote  Joe Giampalmi  Katie Budris  ~~Keri Mikulski~~  Kim Peters  Ted Howell  Anthony Palma  Cindy Kopp  Christine Bryant | |
| **Instructor Support Website** | Content /Organization of Instructor Support Website | Fall/Spring  (maintenance year-round) | Instructor Support Site Webmaster | Jude Miller (webmaster)  Andrew Davison  Sevé Torres  Alexis Rivell |
| **Instructor Support** | 1 person support for each FYW course – assisting individual course coordinators | Fall/Spring | Instructor Support Committee | Foundations: Sevé Torres  ICCI: Anna Bassiri  CCI: Anthony Palma  CCII: Chris Tirri |
| **Teaching Circles** | Set up and Coordinate/Direct Teaching Circles | Fall/Spring | Committee Chair | Meghan Mercier (Chair)  Chris Tirri (Co-chair) |
| **Adjunct Support Committee** | Outreach to identify support needs for adjunct faculty | Fall/Spring | Committee Chair | Tim Zatzariny (Chair)  Olga Polites  Susan Verrico  Anna Bassiri |
| **Comp/Rhet Reading Group** | Select and organize faculty reading sessions | Fall/Spring | Comp/Rhet Reading Group | Ted Howell (Coordinator)  Amy Woodworth |

**FYW 2016-2017 Service Assignments**

¾-Time Faculty

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| **Name** | **Committee 1** | **Committee 2** | **Committee 3** |
| Bassiri, Anna | ICCI Support | CCII Assessment | Adjunct Support Committee |
| Brown, Kate | CCI Coordinator | Adjunct Review Chair | [Dept committees] |
| Bryant, Christine | CCII Assessment Reader | Adjunct Review |  |
| Budris, Katie | Adjunct Review | [Dept committees] | [Dept committees] |
| Davison, Andrew | Honors Course Development | Instructor Support Site | [Dept committees] |
| DeRewal, Tiffany | Honors Course Development | Student Support Site |  |
| Donaldson, Tim | Adjunct Review Co-Chair | CCI and CCII for Business Cohort | [Dept committees] |
| Fera, Doreen | Student Support Site Development | CCI and CCII for Business Cohort |  |
| Flocco, Marie | ICCI Coordinator | LEAP Academy Liaison |  |
| Gautier, Diane | Adjunct Review | CCII Online Redevelopment | CCII Assessment |
| Giampalmi, Joe | Adjunct Review | [Department Committees] | Writing for Managers online |
| Howell, Ted | Comp/Rhet Reading Group | Student Support Site Development | Adjunct Review |
| Kopp, Cindy | Adjunct Review | Placement Essay Develop Online |  |
| Malsbury, Julie | CCII Assessment Reader | Student Support Site Development | Readings Bibliography for Instructors |
| Mercier, Meghan | Teaching Circles Co-Chair |  |  |
| Mikulski, Keri | Adjunct Review | [Dept committees] |  |
| Miller, Jude | CCII Coordinator | Instructor Support Site | Dept Coordinators’ Committee |
| Mote, George | Adjunct Review | Data Compiler/Database Designer | [Dept committees] |
| Palma, Anthony | CCI Support | CCII Assessment | Adjunct Review |
| Peters, Kim | Camden Liaison | Adjunct Review |  |
| Rivell, Alexis | CCII Assessment | Instructor Support Site | [Dept committees] |
| Royek, Steve | CCI & CCII for Business Cohort | [Dept committees] |  |
| Timberman, Tara | FCW Coordinator | CCII Assessment |  |
| Tirri, Chris | CCII Support | Teaching Circles Co-Chair | CCII Assessment Reader |
| Torres, Sevé | FCW Support | CCII Assessment | Instructor Support Site |
| Williams, Gerry | Honors Course Development | CCII Online Redevelopment | [Dept committees] |
| Zatzariny, Tim | Adjunct Support Committee/Facebook | Library Resources Committee | Readings Bibliography—Student Readings |
| Zehner, Roberta | [Dept committees] | [Dept committees] | [Dept committees] |

**Adjunct Faculty**

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| Chezik, Bonny | CCII Assessment |
| Dorrell, Mandi | Library Resources Committee |
| Keenan, Monica | CCII Assessment |
| Polites, Olga | Adjunct Support Committee |
| Verrico, Sue | Adjunct Support Committee |